

---

## **Council Information Session/Workshop**

### **AGENDA**

---

#### **Notice of Information Session/Workshop:**

A Council Information Session/Workshop will be held on:

**Date:** **Tuesday 22 October 2024**  
**Time:** **9.30 am – 2.15 pm**  
**Venue:** **Council Chambers, Civic Offices,  
53 Hereford Street, Christchurch**  
**Zoom Link:** <https://us02web.zoom.us/j/8305479561>  
**Meeting ID: 830 547 9561**

---

#### **Membership**

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

---

**18 October 2024**

**Principal Advisor**

Mary Richardson

Chief Executive

Tel: 941 8999

[mary.richardson@ccc.govt.nz](mailto:mary.richardson@ccc.govt.nz)

**Note:** This forum has no decision-making powers and is purely for information sharing.

**To find upcoming meetings, watch a recording after the meeting date, or view copies of meeting Agendas and Notes, go to:**

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



---

## TABLE OF CONTENTS NGĀ IHIRANGI

1. Apologies Ngā Whakapāha ..... 3

### INFORMATION SESSION/WORKSHOP ITEMS

2. Annual Plan 25/26 Briefing Update ..... 5

**9.45am-12.00pm**

**Presenters:** Bede Carran - General Manager Finance, Risk & Performance / Chief Financial Officer, Peter Ryan - Head of Corporate Planning & Performance, Russell Holden - Head of Finance **or** Bruce Moher – Manager, Corporate Reporting and Lynette Ellis – Head of Transport & Waste Management

**Lunch: 12.00pm-1.00pm**

3. Climate Resilience Fund: Fund Policy Design Workshop ..... 9

**1.00pm-1.45pm**

**Presenters:** Jane Morgan - Team Leader, Coastal Hazards Adaption Planning and Luke Adams - Principal Advisor, Policy

4. Changes to Te Hononga / the Civic Building Energy Source ..... 11

**1.45pm-2.15pm**

**Presenter:** Bruce Rendall – Head of Facilities and Property

## **1. Apologies Ngā Whakapāha**

Apologies will be recorded at the meeting.



## 2. Annual Plan 25/26 Briefing Update

Reference Te Tohutoro: 24/1845996

Bede Carran - General Manager Finance, Risk & Performance/Chief Financial Officer, Peter Ryan - Head of Corporate Planning & Performance, Russell Holden - Head of Finance or Bruce Moher -

Presenter(s) Te Kaipāhō :

Manager, Corporate Reporting and Lynette Ellis – Head of Transport & Waste Management

### 1. Detail Te Whakamahuki

<p><b>Purpose and Origin of the Workshop</b></p>	<ul style="list-style-type: none"> <li>To brief Elected Members on the planned adjustments to the LTP 24/34 as part of the Annual Plan 25/26 process, and:</li> <li>To seek feedback from Council on those planned adjustments.</li> <li>To listen to input from Elected Members.</li> <li>Follow-up information sessions (Parks, Three Waters) – finalisation of guidance.</li> <li>Continue Transport information session.</li> </ul>
<p><b>Timing</b></p>	<p>This workshop is expected to last for 2 hours (120 minutes).</p> <p>Agenda/Order of Briefing:</p> <ol style="list-style-type: none"> <li>Introduction – Bede Carran (5 mins)</li> <li>Finance Update – Bede Carran (10 mins)</li> <li>Transport – Update on general structure - Brent Smith/Lynette Ellis (60 mins) <ul style="list-style-type: none"> <li>Changes to plan resulting from last briefing.</li> <li>Confirmation from Council that provided changes meet expectations.</li> </ul> </li> <li>Parks – Update on general structure of Annual Plan (20 mins) <ul style="list-style-type: none"> <li>Changes to plan resulting from last briefing.</li> <li>Confirmation from Council that provided changes met expectations.</li> </ul> </li> <li>Three Waters – Update on general structure of Annual Plan (15 mins) <ul style="list-style-type: none"> <li>Changes to plan resulting from last briefing.</li> <li>Confirmation from Council that provided changes met expectations.</li> </ul> </li> <li>Any other business relating to Annual Plan 25/26</li> </ol>
<p><b>Confidentiality</b></p>	<p>The workshop and any shared information are not confidential.</p>
<p><b>Outcome Sought</b></p>	<p>Guidance on Annual Plan content.</p>

	<p>Expected finalisation on general content for Parks and Three Waters Annual Plan, so that development of Plans can be completed by 30 November milestone. Continue Transport information session.</p> <p>Specifically:</p> <ol style="list-style-type: none"> <li>1. Transport – Guidance from Council that modifications made to Transport Annual Plan after feedback from 15 October briefing meets expectations.</li> <li>2. Parks – Guidance from Council that modifications made to Parks Annual Plan after feedback from 15 October briefing meets expectations.</li> <li>3. Three Waters – Guidance from Council that modifications made to Three Waters Annual Plan after feedback from 15 October briefing meets expectations.</li> </ol>
<p><b>ELT Consideration</b></p>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Ensuring that structure and direction of presentation is aligned with goals to produce and finalise Annual Plan by the project milestone deadlines.</li> <li>• Ensuring that the risk of significant amendments to LTP 24/34 are minimised.</li> <li>• Ensuring that each Activity is structured and planned in a consistent fashion across the organisation.</li> <li>• Ensuring that staff have sufficient guidance from the Council to construct the draft Annual Plan by the end of November, ready for draft adoption on 12/13 February 2025.</li> </ul>
<p><b>Next Steps</b></p>	<p>There will be further briefings on the general progress of the Annual Plan 25/26</p> <ul style="list-style-type: none"> <li>• Specific briefings for Transport during October, moving to the wider Annual Plan during November.</li> <li>• Formal Council meetings 4 and 11 December to finalise guidance on the preparation of draft Annual Plan documents (for consideration February 2025.)</li> </ul>
<p><b>Key points / Background</b></p>	<ul style="list-style-type: none"> <li>• Council and ELT have agreed that the Annual Plan process should be completed in a fashion that avoids late-stage adjustment and the unbudgeted resource commitments and risks that result.</li> <li>• Council and ELT have agreed that significant amendments to the LTP should be avoided by maintaining an oversight on material changes to LOS or capital delivery.</li> <li>• At this stage, milestones are being set based on adoption of the draft planned for 13 Feb 2025.</li> </ul>
<p><b>Useful Links</b></p>	<p>N/A.</p>

**Attachments Ngā Tāpirihanga**

No.	Title	Reference	Page
A <a href="#">↓</a>	To be provided separately.		8

## Signatories Ngā Kaiwaitohu

<b>Authors</b>	Tim Ward - Senior Corporate Planning & Performance Analyst Boyd Kedzlie - Senior Corporate Planning & Performance Analyst
<b>Approved By</b>	Peter Ryan - Head of Corporate Planning & Performance Bede Carran - General Manager Finance, Risk & Performance / Chief Financial Officer

# Placeholder for Attachment A

Item 2

**To be provided separately.**



### 3. Climate Resilience Fund: Fund Policy Design Workshop

Reference Te Tohutoro: 24/1672844

Presenter(s) Te Kaipāhō: Jane Morgan - Team Leader, Coastal Hazards Adaption Planning and Luke Adams - Principal Advisor, Policy

#### 1. Detail Te Whakamahuki

<p><b>Purpose and Origin of the Workshop</b></p>	<ul style="list-style-type: none"> <li>• Provide Council an opportunity to input into the policy design of the Climate Resilience Fund (CRF).</li> <li>• With a focus on determining the scope of the fund (what activities it will be ringfenced for) and when it will be available for use.</li> </ul> <p>The Climate Resilience Fund (CRF) was proposed in the 2024 LTP to provide a financial offset for future climate resilience projects, specifically in relation to adaption plans. Council agreed to the fund, and requested an opportunity to provide input into its terms of reference (policy framework) before it is finalised.</p>
<p><b>Timing</b></p>	<p>This workshop is expected to last for 45 minutes.</p>
<p><b>Confidentiality</b></p>	<p>The workshop and any shared information not confidential.</p>
<p><b>Outcome Sought</b></p>	<p>Clear direction from Council on the preferred scope and unlocking mechanisms for the Climate Resilience Fund.</p>
<p><b>ELT Consideration</b></p>	<p>The Executive Leadership Team endorsed the proposed approach for the CRF workshop, focused on gathering input on scope and timing.</p>
<p><b>Next Steps</b></p>	<ul style="list-style-type: none"> <li>• Finalise the Climate Resilience Fund policy based on workshop feedback.</li> <li>• Provide formal advice to Council on the proposed policy.</li> <li>• Seek Council agreement of the policy and include it in the upcoming Annual Plan for community consultation.</li> </ul>
<p><b>Key points / Background</b></p>	<ul style="list-style-type: none"> <li>• Climate change presents significant long-term risks to Council-managed infrastructure, and adaptation costs are expected to increase over time.</li> <li>• The Climate Resilience Fund (CRF) was proposed in the 2024 LTP to provide a financial offset for future climate resilience projects, specifically in relation to adaption plans.</li> <li>• The fund is intended to support intergenerational equity, with contributions starting in 2025 to spread climate adaptation costs across multiple generations for future use. Over 10 years the fund could accumulate \$127 million.</li> <li>• The workshop will focus on defining the scope of the fund and determining when it should be unlocked for use.</li> </ul>
<p><b>Useful Links</b></p>	

## Attachments Ngā Tāpirihanga

There are no attachments to this coversheet.

## Signatories Ngā Kaiwaitohu

<b>Authors</b>	Luke Adams - Principal Advisor Policy Jane Morgan - Team Leader Coastal Hazards Adaptation Planning
<b>Approved By</b>	David Griffiths - Head of Strategic Policy & Resilience John Higgins - General Manager Strategy, Planning & Regulatory Services

## 4. Changes to Te Hononga / the Civic Building Energy Source

Reference Te Tohutoro: 24/1675941

Presenter(s) Te Kaipāhō: Bruce Rendall – Head of Facilities and Property

### 1. Detail Te Whakamahuki

<p><b>Purpose and Origin</b></p>	<ul style="list-style-type: none"> <li>The heating system at Te Hononga / the Civic Building currently relies on energy from landfill gas (LFG) from Burwood. The LFG supply is limited and increasingly unreliable. To ensure that there is no disruption to service delivery, and considering the Council’s strategic priorities, a preferred option has been developed and will be shortly implemented under delegation.</li> <li>As there is known and likely elected member interest in the technologies and decision-making criteria this is an officer-initiated information session aimed at providing assurance to Councillors that the Council’s priorities have been considered in decision making.</li> </ul>
<p><b>Timing</b></p>	<p>This information session is expected to last for 30 minutes.</p>
<p><b>Confidentiality</b></p>	<p>The session and any shared information are confidential.</p> <p>It is likely that there will be discussion about budgets and expected costs. The public release of this information may negatively impact on the Council’s commercial negotiations.</p>
<p><b>Outcome Sought</b></p>	<p>Councillors are assured that we are considering strategic strategic priorities in decision making (e.g. reducing emissions, investing in resilience, managing ratepayers’ money wisely) before making technical decisions under delegation.</p>
<p><b>ELT Consideration</b></p>	<p>A memo on this matter has been circulated to the CE and the GM Corporate Services.</p>
<p><b>Next Steps</b></p>	<p>Following the information session, officers will proceed with procurement.</p>
<p><b>Key points / Background</b></p>	<ul style="list-style-type: none"> <li>The key problem that we are trying to solve is a long-term energy source to provide heating for Te Hononga, consistent with Council’s strategic objectives</li> <li>Options have been analysed using the following criteria             <ul style="list-style-type: none"> <li>Lifecycle costs (capital and operating expenditure)</li> <li>Lifecycle Emissions</li> <li>Deliverability</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Reliability (fuel source / plant)</li> <li>● Options considered include:             <ul style="list-style-type: none"> <li>○ Wood pellets</li> <li>○ 45-degree water from District Energy Scheme with secondary heating to reach 80-degree operating requirements                 <ul style="list-style-type: none"> <li>▪ Sub option: Conversion of Te Hononga to operate at 45-degree water</li> </ul> </li> <li>○ 80-degree water from District Energy Scheme</li> <li>○ Ground source heat pump</li> <li>○ Electric boilers</li> <li>○ Trucked methane</li> <li>○ Hydrogen</li> <li>○ Biogas: not considered</li> <li>○ Diesel only: not considered</li> </ul> </li> <li>● The preferred option is electric boilers, with either attached heat or energy storage to manage high-cost electricity control periods.</li> </ul>
<p><b>Useful Links</b></p>	<ul style="list-style-type: none"> <li>● Nil</li> </ul>

### Attachments Ngā Tāpirihanga

There are no attachments to this coversheet.

### Signatories Ngā Kaiwaitohu

<b>Author</b>	Bruce Rendall - Head of Facilities & Property
<b>Approved By</b>	Lynn McClelland - General Manager Corporate Services