
Information Session/Workshop - Council NOTES

Date: Monday 19 May 2025
Time: 9.32 am
Venue: Council Chambers, Civic Offices,
53 Hereford Street, Christchurch

Present

Chairperson	Mayor Phil Mauer
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 Jake McLellan
	Councillor Andrei Moore
	Councillor Mark Peters
	Councillor Tim Scandrett
	Councillor Sara Templeton

Principal Advisor

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

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The agenda was dealt with in the following order.

1. Apologies Ngā Whakapāha

The chair noted the following for 19 May 2025:

- A leave of absence for Councillor Gough.
- An apology for absence from Councillor MacDonald.
- An apology for lateness from Councillor Templeton.
- Councillor McLellan joining via audiovisual link.

Deputy Mayor Cotter joined the workshop at 9.34 am.

Councillor Fields joined the workshop at 9.39 am.

Councillor McLellan joined the workshop at 9.48 am via audiovisual link.

Councillor Henstock left the workshop at 10.17 am and rejoined at 10.20 am.

Councillor Scandrett left the workshop at 10.28 am and rejoined at 10.29 am.

Councillor Templeton joined the workshop at 10.37 am.

Councillor Harrison-Hunt left the workshop at 10.37 am and rejoined at 11.04 am.

2. Annual Plan 25/26 Workshop

Presentation

- 1.1 Council Officers provided a presentation (refer to Minutes Attachment 2.A) which covered the following matters for discussion:
 - Recap of the draft Annual Plan 2025/26 process to date.
 - Amendments to the draft Annual Plan 2025/26.
 - Thematic Analysis of feedback on the draft Annual Plan 2025/26.
 - Updated financial picture.
 - Next steps.

Discussion points

- 1.2 The following points were discussed:
 - 1.2.1 The general consultation process including:
 - Providing a link to the Let's Talk page on the main landing page of the Council's website.
 - Providing a simple submission form as an alternative to the full form.
 - Adding a printable hardcopy submission form to the Let's Talk page.
 - Working with hard to reach groups, e.g. under 18 year olds, to make the consultation and submission process more engaging.
 - 1.2.2 The work required to put the Council in a position to apply for a chlorination exemption from Taumata Arowai.
 - 1.2.3 The amounts allocated to KiwiRail instigated projects across the Long Term Plan (LTP).

- 1.2.4 Decision options in relation to budgets for the Mass Rapid Transport Business Case development and PT Futures.
- 1.2.5 The progress and effects of bringing Transport Unit design work in-house.
- 1.3 Staff confirmed they would:
 - 1.3.1 Inform the Council how many submitters on or over 65 years of age used a hardcopy submission form.
 - 1.3.2 Include an update on the effect on budgets of bringing work in-house in the regular June update from Parks.

Attachments

- A Annual Plan 25-26 - Workshop - Presentation 

The workshop adjourned at 10.44 am and reconvened at 11.05 am. Councillors Henstock and Donovan were not present at this time and rejoined at 11.07 am.

3. Update on establishing a searchable decision-making transparency tool

Presentation

- 1.1 In response to the Council resolution CAPL/2025/00014, Council Officers provided advice on establishing a searchable decision-making transparency tool (refer to Minutes Attachment 3.A) which covered the following matters for discussion:
 - The need for transparency in decision-making.
 - The organisation's current status.
 - Comparisons with Wellington City Council.
 - The aspirational state and options to achieve this.
 - Responss to the council's Request for Information (RFI).
 - Issues, timelines and costs to implement change.

Discussion points

- 1.2 The following points were discussed:
 - 1.2.1 The potential downstream cost and time savings from upfront investment in system improvements.
 - 1.2.2 Staff capacity being currently committed to moving infrastructure to the Cloud.
- 1.3 Staff confirmed:
 - 1.3.1 The next step would be a decision report to the Council but that this would not be delivered prior to the adoption of the Annual Plan 2025/26.
 - 1.3.2 The decision report to the Council could include information on how the RFI criteria map onto the options.

Guidance

- 1.4 The Council indicated that they would like a decision report to come to the Council, noting a general preference for the hybrid option: prioritising implementing a voting

system with replacement of the end-to-end current system aligned with the council's capacity.

Attachments

- A Searchable decision-making transparency tool - Workshop - Presentation [⇒](#) 

The workshop adjourned at 11.43 am and reconvened at 1.04 pm. Councillor McLellan was not present at this time.

Councillor Keown rejoined the workshop via audiovisual link.

Councillor McLellan rejoined the workshop via audiovisual link at 1.15 pm.

Councillor Harrison-Hunt left the workshop at 1.42 pm and rejoined at 1.44 pm

Councillor Henstock left the workshop at 1.55 pm and rejoined at 1.57 pm.

4. Development Contributions Policy - workshop on submissions and post-consultation changes

Presentation

- 1.1 Council Officers provided a presentation (refer to Minutes Attachment 4.A) which covered the following matters for discussion:
 - Development Contributions implications.
 - Summary of feedback received on consultation on the draft Development Contributions Policy 2025.
 - Principles of Development Contributions.
 - Staff recommendations in relation to:
 - Residential unit adjustments
 - Stormwater discounts for on-site mitigation
 - Remissions
 - Life of existing demand credits
 - Non-residential HUE equivalences
 - Changes to definitions
 - Fee for development contribution assessments
 - Amendments to active travel and public transport catchments.
 - Changes to charges across 2016, 2021 and proposed 2025 policies.
 - Development Contributions rebate schemes.
- 1.2 Officers provided elected members with the following information to support the discussion:
 - 1.2.1 Development Contributions Rebate Scheme – Criteria Existing Demand (see attachment 4.B).
 - 1.2.2 Draft Development Contributions Rebate Scheme – Central City Residential Criteria (see attachment 4.C).




Discussion points

- 1.3 The following points were discussed:
 - 1.3.1 The application of the proposed policy to existing and new consents.
 - 1.3.2 Assessing the effectiveness of developer on-site stormwater mitigation.
 - 1.3.3 The role of stormwater retention projects.
 - 1.3.4 Future infrastructure needs in relation to intensification.
 - 1.3.5 Development agreements.
 - 1.3.6 Legislative requirements regarding Development Contribution calculations.
 - 1.3.7 How changes to the Development Contributions pursuant to the proposed policy might affect house prices.
- 1.4 Staff confirmed that further information on the following would be provided to the Council:
 - 1.4.1 The use of special purpose vehicles.
 - 1.4.2 Drivers of Local Government cost increases in relation to infrastructure provision.
 - 1.4.3 Definitions of manufacturing, warehousing, outdoor storage and industrial.
- 1.5 Staff confirmed that the future reporting to Council on census data would include impacts on the Development Contributions Policy.
- 1.6 Staff confirmed that a memo would be provided that included the following information:
 - 1.6.1 What are considered services to catchment in terms of active travel and public transport.
 - 1.6.2 The quantum of active travel budgets being driven by KiwiRail requirements.
 - 1.6.3 Why Marshlands Road was excluded from active transport catchments, given the large amount of development.
 - 1.6.4 Why Templeton is excluded from the public transport catchment.

Guidance

- 1.7 The Council provided no guidance on the draft Development Contributions Policy in the open session on 19 May 2025.

Attachments

- A Draft Development Contributions Policy - post-consultation workshop - Presentation ➡ 
- B Development Contributions Rebate Scheme - Criteria Existing Demand ➡ 
- C Draft Development Contributions Rebate Scheme - Central City Residential Criteria ➡ 

The public were excluded from the workshop at 2.30 pm to allow discussion of rebates in relation to specific sites, on the basis of the Local Government Meetings and Information Act 1987, s 7(2)(h): *to enable the Council to carry out without prejudice or disadvantage, commercial activities*. Staff did not consider that excluding the public from the discussion was outweighed by other considerations rendering it desirable to make the discussion publicly available.

The Workshop adjourned at 3.15 pm and reconvened in public at 9.30 am Thursday 22 May 2025 in the Boardroom, Fendalton Service Centre, Corner Jeffreys and Clyde Roads.

1.1 Apologies Ngā Whakapāha

The Chair noted the following for 22 May 2025:

- A leave of absense for Councillor Gough.
- An apology for lateness for Councillor Harrison-Hunt.
- Councillors Fields, Johanson and McLellan joining via audiovisual link.

Councillor Johanson left the Workshop via audiovisual link and rejoined the Workshop at 9.48 am in person.

The workshop adjourned at 11.14 am and reconvened at 11.30 am.

2.1 Annual Plan 25/26 Workshop - 22 May 2025

Presentation

1.1 Council Officers provided a presentation (refer to Minutes Attachment 2.1A) which covered the following matters for discussion:

- Annual Plan process and proposed amendments update.
- Council guidance on the Annual Plan Consultation Document questions:
 - Christchurch Cathedral
 - Airforce Museum
 - Central City Shuttle
 - Accounting treatment change – digital software
 - Rating for renewals
 - Captial Programme – Deliverability
- Rates impact.
- Fees and Charges.
- Next Steps.

Discussion points

1.2 The following points were discussed:

1.2.1 Overview of all line items relating to Pages Road Bridge, including ancillary roads.

1.2.2 Airforce Museum, staff confirmed the following information would be provided:

- The grant being contingent on other external funding and clarification about what the proposal was in the Consultation Document.
- Confirmation that Council funding is required.

- Specific wording will be provided for the final resolution regarding the decision-making process for the business case and external funding milestones.
- 1.2.3 Central City Shuttle Study, staff confirmed the following information would be provided:
- Confirmation on whether other shuttle in the city require dispensation from Environment Canterbury (such as the airport shuttle).
 - Confirmation on the exact amount required for the study.
- 1.2.4 Te Kaha, staff confirmed the following information would be provided:
- Breakdown of the ownership of Te Kaha/how we are treating Te Kaha and what are the assumptions / options after the handover.
- 1.2.5 Capital programme deliverability - Change to programme requires clear communication to the community that this is about aligning deliverability of the capital programme to the reality and that it is not a mechanism by which projects are being delayed or rephased; Funds can be brought back if they are required earlier.

Guidance

- 1.3 The workshop provided the following guidance for the development of the 25/26 final Annual Plan to be considered at a formal meeting in June 2025.
- 1.3.1 Christchurch Cathedral – consensus was provided to include pausing the collection of the targeted rate for the Christchurch Cathedral reinstatement for the remaining three year we were due to collect it.
- 1.3.2 Airforce Museum – consensus was provided to include the proposed \$5 million capital grant towards the Airforce Museum.
- 1.3.3 Central City Shuttle Study – consensus was provided to include \$200,000 for the central city shuttle scoping study. Staff confirmed they will report back to the final meeting with the exact amount required.
- 1.3.4 Accounting treatment change digital software – consensus was provided to phase to rating by 2032 by adjusting rating for renewals profile.
- 1.3.5 Rating for renewals – consensus was provided to include increasing rating for renewals noting this will be debated on the day.
- 1.3.6 Capital programme budget – consensus was to include the proposed \$71.5 million change to the draft capital programme budgets.

Attachments

- A Presentation 22 May 2025 

The Workshop adjourned at 11.45 am and reconvened at 9.30 am Monday 26 May 2025 in the Boardroom, Fendalton Service Centre, Corner Jeffreys and Clyde Roads.

1.2 Apologies Ngā Whakapāha

The Chair noted the following for 26 May 2025:

- A leave of absense for Councillor Gough.
- An apology for absence from Councillor Coker.
- Councillor Fields joining via audiovisual link.

The workshop adjourned at 10.47 am and reconvened at 11.04 am.

2.2 Annual Plan 25/26 Workshop - 26 May 2025

Presentation

1.1 Council Officers provided a presentation (refer to Minutes Attachment 2.2A) which covered the following matters for discussion:

- Annual Plan process and proposed amendments update.
- Savings options considered:
 - Included in the Draft Annual Plan
 - Direction provided during workshop
 - Reviewed but not viable
 - Additional work required
 - Options for consideration and guidance
- Rates – further considerations.

Discussion points

1.2 The following points were discussed in relation to savings options for consideration and guidance:


- 1.2.1 Unit savings targets.
- 1.2.2 Excess water charging.
- 1.2.3 Review building and maintenance spend.
- 1.2.4 Grant fund review.
- 1.2.5 The potential to put out Expressions of Interest for sponsorship opportunities re Council funds (e.g. an arts fund).
- 1.2.6 Avenues to access monies from Central Government tourism funds/levies.
- 1.2.7 Update on funding required for KiwiRail requirements for Scruttons Road and other projects across the city.

- 1.3 Staff confirmed they could provide the following further information to Councillors to support discussion at the adoption of the final Annual Plan 2025/26:
 - 1.3.1 Background information regarding the proposed change to the excess water charging period to so the Council can properly understand the risks and implications.
 - 1.3.2 Options for a hybrid approach to excess water charge billing. For example, allowing customers to opt in to quarterly billing.
 - 1.3.3 The impact in dollars across various representative capital values.
 - 1.3.4 The impact of rates changes across the life of the LTP, not just the next 3 years.
 - 1.3.5 Background information regarding the Coastal Hazards adaptation proposed savings.
- 1.4 Staff confirmed they could provide information regarding what contractors we are using for what tasks and how we are progressing with switching to in-house staff.
- 1.5 Staff confirmed the following possible savings require additional work:
 - Vacancy management.
 - Evaluate effectiveness, costs and benefits of using contractors versus staff.
 - In-house contract supervision.
 - Better value for money contracting.
 - Review the depreciation charges and the level of rating for renewals.
 - Space utilisation.
 - Section 17A review of the economic development activity.
 - Additional revenue options.

Guidance

- 1.6 The Council provided the following guidance for the development of the 25/26 final Annual Plan to be considered at a formal meeting in June 2025.
 - 1.6.1 Include the following:
 - Unit savings regarding consultants / professional advice.
 - Unit savings regarding removing one compliance officer position.
 - Using part of the surplus from the Community Endowment Fund for the alterations to the Multicultural Centre.
 - 1.6.2 Not to include the proposal to delay or postpone work on the Shirley Community Centre.
- 1.7 The Council provided no clear guidance on other options contained in the presentation and/or indicated that they would need to be dealt with at the final adoption meeting as amendments.

Attachments

- A Presentation - 26 May 2025 

The public were excluded from the workshop at 11.15 am to allow discussion draft 25/26 Annual Plan matters, on the basis of the Local Government Meetings and Information Act 1987, s 7(2)(h): *to enable the Council to carry out without prejudice or disadvantage, commercial activities*. Staff did not consider that excluding the public from the discussion was outweighed by other considerations rendering it desirable to make the discussion publicly available.

The Workshop adjourned at 11.30 am and reconvened in public at 9.30 am Tuesday 27 May 2025 in Ngā Purapura/The Activity Room, Level 1, Tūranga Library, 60 Cathedral Square, Central Christchurch.

1.3 Apologies Ngā Whakapāha

A leave of absense for Councillor Gough.

2.3 Annual Plan 25/26 Workshop - 27 May 2025

Presentation

- 1.1 Council Officers provided a presentation (refer to Minutes Attachment 2.3A) which covered the following matters for discussion:

- Rates position following previous workshops.

Discussion points

- 1.2 The following points were discussed:


- 1.2.1 The rates position was provided as indicated in the table below. Discussion was held regarding the use of the \$23 million of operational surplus:

	2025/26 (\$)	2025/26	2026/27	2027/28
Position at 22 May		7.77%	9.94%	9.05%
Further rating growth	(\$1.5m)	(0.21%)	-	-
Strategy - consultants/compliance costs	(\$1.4m)	(0.18%)	0.11%	0.02%
24/25 \$20m surplus applied to debt reduction	(\$20m)	(0.22%)	0.05%	-
Post Draft Annual Plan (current)		7.16%	10.08%	9.06%
24/25 \$3m surplus applied to rates reduction		(0.39%)	0.40%	-
		6.77%	10.48%	9.06%

Guidance

- 1.3 The workshop provided the following guidance for the development of the 25/26 final Annual Plan to be considered at a formal meeting in June 2025:
- 1.3.1 Surplus applied to debt reduction – consensus was provided to apply \$20 million to debt reduction.
- 1.3.2 Surplus applied to rates reduction – consensus was provided to apply \$3 million to rates reduction.

Attachments

A Presentation 27 May 2025 [⇒](#) 

The Workshop concluded at 11.36 am.