



AGENDA

Ordinary meeting of the

Community Services Committee

**Thursday 18 August 2016
Commencing at 9.00am
Council Chamber
Civic House
110 Trafalgar Street, Nelson**

Membership: Councillor Pete Rainey (Chairperson), Her Worship the Mayor Rachel Reese, Councillors Ruth Copeland, Matt Lawrey, Paul Matheson, Gaile Noonan (Deputy Chairperson), Tim Skinner and Mike Ward

Guidelines for councillors attending the meeting, who are not members of the Committee, as set out in Standing Orders:

- All councillors, whether or not they are members of the Committee, may attend Committee meetings (SO 2.12.2)
- At the discretion of the Chair, councillors who are not Committee members may speak, or ask questions about a matter.
- Only Committee members may vote on any matter before the Committee (SO 3.14.1)

It is good practice for both Committee members and non-Committee members to declare any interests in items on the agenda. They should withdraw from the room for discussion and voting on any of these items.

1. Apologies

Nil

2. Confirmation of Order of Business**3. Interests**

3.1 Updates to the Interests Register

3.2 Identify any conflicts of interest in the agenda

4. Public Forum**5. Confirmation of Minutes**5.1 7 July 2016 **9 - 16**

Document number M1992

Recommendation

THAT the minutes of the meeting of the Community Services Committee, held on 7 July 2016, be confirmed as a true and correct record.

6. Status Report - Community Services Committee - 18 August 2016**17 - 20**

Document number R6433

Recommendation

THAT the Status Report Community Services Committee 18 August 2016 (R6433) and its attachment (A1157454) be received.

7. Chairperson's Report

ARTS, FESTIVALS AND EVENTS

8. 175th Commemorations and Legacy Projects 21 - 27

Document number R6381

Recommendation

Receives the report 175th Commemorations and Legacy Projects (R6381);

Approves the creation of a Legacy Trail and associated activities and events as outlined in report R6381 to commemorate the 175th Anniversary of Nelson in 2017.

RECREATION AND LEISURE

9. Campground Review 28 - 89

Document number R6437

Recommendation

Receives the report Campground Review (R6437) and its attachment (A1448988);

Notes that capital improvements to the Maitai Motor Camp will be considered as part of the development of the 2018-2028 Long Term Plan.

Recommendation to Council

Adopts the four key recommendations in the Campground Review (A1448988) in order to inform the Parks and Reserves Asset Management Plan and to support future lease arrangements. The recommendations are summarised as:

- 1. Council should identify its strategic requirements around the provision of campgrounds and prioritise these.**
- 2. Council should encourage each campground to work with Nelson Tasman Tourism to plan for improved marketing.**
- 3. Each Campground should review its development plans to ensure that facilities are optimised around their target markets.**

4. *Each lease should be reviewed prior to renewal, to ensure operators are incentivised to perform well, taking account of social and economic benefits.*

10. Stoke Community and Sport Facility - Tender Feedback

90 - 95

Document number R6225

Recommendation

Receives the report Stoke Community and Sport Facility - Tender Feedback (R6225).

Recommendation to Council

Approves that an additional \$350,000 be included in the 2016/17 financial year to complete the Stoke Community and Sport Facility project.

COMMUNITY DEVELOPMENT

11. Emergency Housing Update

95 - 98

Document number R6103

Recommendation

Receives the report Emergency Housing Update (R6103) and its attachment (A1602177);

Notes the allocation of funding made by the Community Investment Panel for 2016/17 and 2017/18 to provide emergency housing and youth emergency housing services;

Requests that the Mayor writes to the Minister of Social Housing and the Minister of Social Development asking that Ministry of Social Development make funding available for both Emergency Housing and support services for those in Emergency Housing in Nelson.

MARINA

12. Nelson Marina Advisory Group 99 - 105

Document number R6291

Recommendation

Receives the report Nelson Marina Advisory Group (R6291) and its attachment (A1583567).

Recommendation to Council

Establishes the Nelson Marina Advisory Group;

Approves the Terms of Reference (A1583567) for the Nelson Marina Advisory Group;

Delegates responsibility for appointing members to the Nelson Marina Advisory Group to a panel consisting of the Mayor, Deputy Mayor and Chair of Community Services.

REPORTS FROM COMMITTEES

13. Community Investment Funding Panel - 29 June 2016 106 - 111

Document number A1584455

Recommendation

THAT the minutes of a meeting of the Community Investment Funding Panel, held on 29 June 2016, be received.

14. Youth Council Update

Youth Councillors Annie Tonks and Joseph Alison will provide an update on Youth Council activities.

15. Nelson Youth Council - 9 June 2016 112 - 116

Document number M1923

Recommendation

THAT the minutes of a meeting of the Nelson Youth Council, held on 9 June 2016, be received.

PUBLIC EXCLUDED BUSINESS

16. Exclusion of the Public

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	Community Services Committee Meeting - Public Excluded Minutes - 7 July 2016	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.	The withholding of the information is necessary: <ul style="list-style-type: none">• Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
2	Community and Commercial Leases - Omnibus Report	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none">• Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
3	Community Investment Funding Panel Appointment	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none">• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
4	Campground leases	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

17. Re-admittance of the public

Recommendation

THAT the public be re-admitted to the meeting.

Note:

- **Youth Councillors Annie Tonks and Joseph Alison will be in attendance at this meeting.**

Minutes of a meeting of the Community Services Committee

**Held in the Council Chamber, Civic House, 110 Trafalgar Street,
Nelson**

On Thursday 7 July 2016, commencing at 9.01am

Present: Councillor P Rainey (Chairperson), Her Worship the Mayor R Reese, Councillors R Copeland, M Lawrey, P Matheson, G Noonan (Deputy Chairperson), T Skinner and M Ward

In Attendance: Councillors B McGurk and I Barker, Group Manager Community Services (C Ward), Group Manager Corporate Services (N Harrison), Senior Strategic Adviser (N McDonald), Manager Communications and Acting Manager Libraries and Heritage Facilities (P Shattock), Manager Community Partnerships (S Hermsen), Youth Councillors Jordan Lankshear and Mamata Dahal, and Administration Advisor (J McDougall)

1. Apologies

There were no apologies.

2. Confirmation of Order of Business

The Chairperson advised that after the agenda had been distributed, a public forum had been confirmed and a late item had also been received. He said that in order for the late item to be considered, the following resolution needed to be considered:

2.1 Submission on Draft Moturoa/Rabbit Island Reserve Management Plan

Resolved CS/2016/045

THAT the item regarding Submission on Draft Moturoa/Rabbit Island Reserve Management Plan be considered at this meeting as a major item not on the agenda, pursuant to Section 46A(7)(a) of the Local Government Official Information and Meetings Act 1987, to enable the submission on Submission on Draft Moturoa/Rabbit Island Reserve Management Plan to be submitted prior

to 8 July 2016.

Matheson/Ward

Carried

3. Interests

There were no updates to the Interests Register, and no interests with items on the agenda were declared.

4. Public Forum

4.1 Waahi Taakaro Golf Club

President of the Waahi Taakaro Golf Club, Peter Watson, spoke in support of the draft Memorandum of Understanding between the Club and the Council. Mr Watson provided background details regarding the relationship between the two parties, and the process of the development of the draft Memorandum of Understanding.

5. Confirmation of Minutes

5.1 26 May 2016

Document number M1907, agenda pages 8 - 15 refer.

Resolved CS/2016/046

THAT the minutes of the meeting of the Community Services Committee, held on 26 May 2016, be confirmed as a true and correct record.

Rainey/Noonan

Carried

6. Status Report - Community Services Committee - 7 July 2016

Document number R6141, agenda pages 16 - 19 refer.

In response to questions, Group Manager Community Services, Chris Ward provided further detail regarding the Stoke Community and Sports Facility, and the review of management of community facilities.

Resolved CS/2016/047

THAT the Status Report Community Services Committee 7 July 2016 (R6141) and its attachment (A1157454) be received.

Rainey/Ward

Carried

7. Chairperson's Report

The Chairperson reminded councillors that the Light Nelson event would start on Friday 8 July 2016 and would run through to Tuesday 12 July 2016.

ARTS, FESTIVALS AND EVENTS

8. Arts Fund - Approval of Waka Landing Site Concept

Document number R5322, agenda pages 20 - 23 refer.

Manager Community Partnerships Shanine Hermesen, presented the report, and displayed a Power Point presentation (A1560091).

In response to a question regarding speeding up the approvals process, Group Manager Community Services, Chris Ward noted that there had been about thirty art works to consider, all of which had to go through a rigorous process to check on aspects such as quality and functionality.

Ms Hermesen noted, in response to a query, that there would be an interpretation panel in both English and te reo Maori situated close to the art work.

Resolved CS/2016/048

THAT the report Arts Fund - Approval of Waka Landing Site Concept (R5322) be received;

Rainey/Lawrey

Carried

Resolved CS/2016/049

THAT the 'Taurapa' concept for artwork at the waka landing site is approved for further development;

Lawrey/Ward

Carried

Resolved CS/2016/050

AND THAT the artwork is commissioned subject to successful resource and building consent applications and approval of the budget and final concept plans by Council's Art Selection Panel.

Lawrey/Ward

Carried

Attachments

- 1 A1560091 - Power Point Presentation

RECREATION AND LEISURE

9. Bishopdale Easement for Purposes of Electricity Supply

Document number R6072, agenda pages 24 - 29 refer.

Group Manager Corporate Services Nikki Harrison presented the report.

Resolved CS/2016/051

Receive the report Bishopdale Easement for Purposes of Electricity Supply (R6072) and its attachment (A1564516).

Noonan/Lawrey

Carried

Recommendation to Council CS/2016/052

Grants the easement in gross, in favour of Network Tasman Limited, shown as area "A" and "B" on Title Plan LT 499221;

That the easement be consented to under section 48(1) (d) of the Reserves Act 1977, acting pursuant to a delegation from the Minister of Conservation;

Meets all legal costs associated with the easement.

Noonan/Skinner

Carried

10. Management of Waahi Taakaro Golf Course

Document number R4513, agenda pages 30 - 57 refer.

Manager Community Services, Chris Ward presented the report and noted the following corrections to the report:

5.1.3 \$216 (not \$207) for members who wished to play 9 holes

5.1.3 Club member cost per annum varies between \$184 and \$224 (not around \$110)

Attendance: Councillor Matheson left the meeting from 9.43am to 9.45am.

In response to questions, Mr Ward provided further details regarding the consultation process and advised that any changes would come into effect after the current club year i.e. on 1 April 2017.

Attendance: Councillor Ward left the meeting from 9.59am to 10.01am.

Resolved CS/2016/053

THAT the report Management of Waahi Taakaro Golf Course (R4513) and its attachment (A1487496) be received;

Rainey/Copeland

Carried

Resolved CS/2016/054

THAT it be noted that consultation will be carried out on the proposed fee and concession structure outlined in report R4513 and its attachment (A1487496);

AND THAT it be noted for budgeting purposes that the user recovery charges for the Waahi Taakaro Golf Course will be set at 50-60% of operating costs.

Rainey/Ward

Carried

Councillor Noonan, seconded by Skinner, moved the recommendation to Council in the officer report:

THAT the Memorandum of Understanding between Council and the Waahi Taakaro Golf Club (A1487496) be approved in principle for signing, subject to confirmation of the fee and concession structure.

Councillor Lawrey, seconded by Councillor Copeland, moved an amendment:

THAT the Memorandum of Understanding between Council and the Waahi Taakaro Golf Club (A1487496) be approved in principle for signing, subject to confirmation of the fee and concession structure and completion of consultation with club and non-club members in regards to the proposed fee and concession structure.

Attendance: the meeting adjourned from 10.19am to 10.21am.

The amendment was put and became the substantive motion.

Recommendation to Council CS/2016/055

THAT the Memorandum of Understanding between Council and the Waahi Taakaro Golf Club (A1487496) be approved in principle for signing, subject to confirmation of the fee and concession structure and completion of consultation with club and non-club members in regards to the proposed fee and concession structure.

Noonan/Skinner

Carried

Attendance: the meeting adjourned for morning tea from 10.34am to 10.42am, and Councillor Lawrey left the meeting at 10.43am.

11. Late item: Submission on Draft Moturoa/Rabbit Island Reserve Management Plan

Document number R6220, late items agenda pages 2 - 6 refer.

Senior Strategic Adviser, Nicky McDonald, presented the report.

Attendance: Councillor Skinner left the meeting from 10.44am to 10.45am.

In response to a query, Ms McDonald noted that the issue had been in the public arena for some time and no questions or queries had been received to date.

Resolved CS/2016/056

Receive the report Submission on Draft Moturoa/Rabbit Island Reserve Management Plan (R6220) and its attachments (A1577117) ; Noonan/Ward Carried

Approve the content in attachment (A1577117) to be provided to Tasman District Council as a submission to the Draft Moturoa/Rabbit Island Reserve Management Plan.

Rainey/Ward

Carried

REPORTS FROM COMMITTEES

12. Youth Council Update

Nelson Youth Councillors, Jordan Lankshear and Mamata Dahal, spoke about collaboration with the Elma Turner Library, the current audit/survey of careers guidance in local secondary schools, and how to share the information they learn as youth councillors.

They noted that the Youth Council had not yet received a response from the Minister of Education to their submission on youth employment and on careers guidance in secondary schools.

They advised that Nelson MP Hon Dr Nick Smith would be presenting at their meeting on 8 July 2016 and that a list of possible topics, including the Nelson Southern Link and the waterfront precinct, had been prepared.

Attendance: Councillor Matheson left the meeting from 11.12am to 11.14am.

13. Nelson Youth Council - 13 May 2016

Document number M1885, agenda pages 58 - 62 refer.

Resolved CS/2016/057

THAT the minutes of a meeting of the Nelson Youth Council, held on 13 May 2016, be received.

Rainey/Matheson

Carried

14. Exclusion of the Public

Resolved CS/2016/058

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Rainey/Noonan

Carried

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	Community Services Committee Meeting - Public Excluded Minutes - 26 May 2016	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
		which good reason exists under section 7.	commercial and industrial negotiations).
2	Status Report - Community Services Committee - 7 July 2016	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
3	Community Leases - Bowls Tahunanui	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The meeting went into public excluded session at 11.21am and resumed in public session at 11.33am.

15. Re-admittance of the Public

Resolved CS/2016/059

THAT the public be re-admitted to the meeting.

Rainey/Noonan

Carried

There being no further business the meeting ended at 11.34am.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Status Report - Community Services Committee - 18 August 2016

1. Purpose of Report

- 1.1 To provide an update on the status of actions requested and pending.

2. Recommendation

THAT the Status Report Community Services Committee 18 August 2016 (R6433) and its attachment (A1157454) be received.

Shailey Burgess
Administration Adviser

Attachments

Attachment 1: A1157454 - Status Report - Community Services Committee

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Outstanding Actions

Status Report - Community Services Committee – 18 August 2016

MEETING DATE	SUBJECT	MOTION	RESPONSIBLE OFFICER	COMMENTS
20 November 2014	Tahuna Beach Camp Incorporated Annual Report (referred from Council)	Resolved CS/2014/010 <u>THAT</u> Council commission an external review of its three campgrounds, to understand their financial trends, and to assist in establishing a strategic direction for these properties.	Chris Ward	Report on Community Services Committee Agenda 18 August 2016. Complete
26 February 2015	Matai/Mahitahi Walkway - Request for Name Change	Resolved CS/2015/007 <u>AND THAT</u> an interpretation panel is installed at a suitable location funded by the Nelson 2000 Trust.	Andrew Petheram	No further correspondence has been received from the RSA. Ongoing
02 July 2015	Stoke Community and Sports Facility	Resolved CS/2015/017 <u>AND THAT</u> it be noted that a report detailing options for the management of the facility is still to be undertaken and will be reported back to a future Community Services Committee;	Alec Louverdis	Officers are undertaking a comprehensive Section 17A relating to management of Council's facilities, specifically looking at packing all venues into one management contract. Ongoing

M2072

Outstanding Actions

Status Report - Community Services Committee - 18 August 2016

02 July 2015	Fees and Charges - Community Facilities (Cont.)	<p>Resolved CS/2015/021</p> <p><u>THAT</u> the proposed charges be approved effective 3 August 2015;</p> <p><u>AND THAT</u> it be noted that the charging regime for the Golf course will be brought to a future Community Services Committee meeting;</p> <p><u>AND THAT</u> it be noted that the charging regime for the Trafalgar Centre, Trafalgar Park, and Saxton Oval will be brought to a future Community Services Committee meeting;</p> <p><u>AND THAT</u> negotiations be carried out with beehive operators on the charging regime and brought back to a future Community Services Committee meeting.</p>	Chris Ward	<p>Charging regime information for Saxton Oval and beehive operators has been presented to the Committee.</p> <p>Matters relating to Trafalgar Centre, Trafalgar Park and the Golf course have been superseded by the below resolution passed on 14 April 2016.</p> <p>Complete</p>
14 April 2016	Community Services Fees and Charges	<p>Resolved CS/2016/020</p> <p><u>THAT</u> the report Community Services Fees and Charges (R4753) and its attachment (A1507700) be received;</p> <p><u>AND THAT</u> the proposed fees and charges as detailed in attachment 1 (A1507700) of Report R4735 be approved effective 1 July 2016;</p> <p><u>AND THAT</u> minor corrections be undertaken as outlined through the meeting and these be communicated back via the Councillors' newsletter;</p> <p><u>AND THAT</u> it be noted that the charging regime for the Golf Course will be brought to a future Committee meeting;</p> <p><u>AND THAT</u> it be noted that the charging regime for the Trafalgar Centre will be brought to a future Committee meeting;</p> <p><u>AND THAT</u> it be noted that the charging regime for Nelson Public Libraries will be brought to a future Committee meeting.</p>	Peter Anderson	<p>Fees and Charges for Golf Course, Trafalgar Centre and Nelson Public Libraries will be prepared in due course and brought to future committee meetings.</p> <p>Ongoing</p>

Outstanding Actions

Status Report - Community Services Committee – 18 August 2016

07 July 2016	Arts Fund - Approval of Waka Landing Site Concept	<p>Resolved CS/2016/048</p> <p><u>THAT</u> the report Arts Fund - Approval of Waka Landing Site Concept (R5322) be received;</p> <p><u>THAT</u> the 'Taurapa' concept for artwork at the waka landing site is approved for further development;</p> <p><u>AND THAT</u> the artwork is commissioned subject to successful resource and building consent applications and approval of the budget and final concept plans by Council's Art Selection Panel.</p>	Shanine Hermesen	<p>The next step is a contract for Stage One of the project, which involves a final model, relevant consents, budgets, risk identification, and drawings, which is aimed for completion by December 2016. Stage two of the project will involve sign off by the Art Selection Panel and should result in the artwork being installed by the end of the 2016/17 financial year.</p> <p>Ongoing</p>
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175th Commemorations and Legacy Projects

1. Purpose of Report

- 1.1 To consider options for commemorative activities to celebrate Nelson's 175th Anniversary.

2. Summary

- 2.1 Council has allocated \$40,000 in the 2016/17 Annual Plan towards the Nelson's 175th Anniversary commemorations in response to public submissions.
- 2.2 Council requested a report to approve how the funding would be allocated. This report provides options for consideration.

3. Recommendation

It is recommended that the Community Services Committee

Receives the report 175th Commemorations and Legacy Projects (R6381);

Approves the creation of a Legacy Trail and associated activities and events as outlined in report R6381 to commemorate the 175th Anniversary of Nelson in 2017.

4. Background

- 4.1 Nelson Anniversary Day celebrates the landing days of the first European settlers and is linked to the arrival the first New Zealand Company Boat, *The Fifeshire*, on 1 February, 1842. It is a provincial public holiday that always falls on a Monday, as per Section 44 of the Holidays Act 2003.
- 4.2 Nelson's 175th Anniversary Day falls on 30 January 2017.
- 4.3 Funding of \$40,000 has been allocated to commemorate the Anniversary in the 2016/17 Annual Plan subject to a report to Council. Submitters to the Annual Plan questioned how the allocated budget would be consistent with the Heritage Strategy and Activity Management Plan.

5. Discussion

- 5.1 Other New Zealand cities celebrate an Anniversary in various ways. One off events remain popular, while the creation of a legacy to mark the commemoration is also common.
- 5.2 It would be appropriate to celebrate this occasion with a family friendly event, linking with Nelson's history. As it is a significant milestone, creating a lasting legacy for Nelson is also recommended. A legacy project could include the development of a 'Legacy Trail' (walk/cycle trail) or public artwork.
- 5.3 It is good value for money to create a legacy for the city that lasts longer than a one day celebration. A combination of an event as well as a legacy project would reach a wider section of the community, and have lasting value.
- 5.4 Annual Plan submitters' comments have been noted and both the Nelson Heritage Advisory Group and Historical Society are supportive of a legacy project to commemorate this occasion as they see the benefits of this type of project in promoting Nelson's heritage.
- 5.5 Creating a legacy as part of the commemorations of Nelson's 175th Anniversary aligns with Council's Heritage Strategy objective "To promote and celebrate Whakatu Nelson's heritage resources" and Council's Heritage Activity Management Plan level of service "to ensure that the community can easily access information about Council-owned historic sites".

Commemorative Event

- 5.6 A public event to commemorate the occasion could include a range of activities such speeches and entertainers in a prominent Nelson location. If combined with developing a legacy project the event could also be the launch for this.
- 5.7 If a public event is to be held as part of the commemorations, this should be included in the Council's Summer Programme & Events guide which requires the details to be finalised by October 2016. A further promotional opportunity would be to link an event with Heritage Week in April 2017. That programme is finalised by November.
- 5.8 Whilst Anniversary Day is a peak time for visitors to Nelson, it is recognised that many locals leave the region in January. However most would expect that the commemoration would take place on the 175th Anniversary Day.

Legacy Trail

- 5.9 There are good examples from other cities of walk, cycle and car trails that link sites of interest and attractions, and these are generally well received by the public. One such example has been shared with Council by Karen Stade, president of the Historical Society who suggests a

proposal based on the Boston 'Freedom Trail' using the large number of walking trails (mainly created by the Council), and linking to a range of attractions.

- 5.10 Dunedin, Wellington and Napier heritage trails provide a mix of private and public walking and cycling. Wellington City Council uses digital applications (apps) to work in two ways. One uses a downloadable map that allows the user to find out where they are at any moment in time using the GPS co-ordinates on a mobile phone. This uses very little phone data if the map is preloaded. It has a high hit rate and is the most popular walk on Wellington City Council website. Pre-printed maps are also available at no cost. The second digital app works with short walks and was created by the Wellington Regional Economic Development Agency (WREDA).
- 5.11 A 'Legacy Trail' could be developed to commemorate Nelson's 175th and be launched with two to four family friendly events to encourage use. The first launch event would be part of the 175th commemoration one off event. Events would encourage families to use the trail, walking or cycling and meeting historical characters at key points along the way.
- 5.12 The public could experiment with using an app (if created) or standard map and make their own way along the Legacy Trail. The first event could be on 30 January (Anniversary Day), the second and third in February and March. The last one could feature in Heritage Week 2017 in April which would allow promotion in the existing, widely circulated, programme.
- 5.13 To make the Legacy Trail a permanent legacy for the city, the outcomes could include permanent markers on the trail and an overarching map with 'app' function using existing walk and cycle trails to create visible long term reminders of easily accessible art and heritage destinations. The Legacy Trail would link to historic sites, interpretative panels, and attractions such as Nelson Provincial Museum, The Suter and Heritage Houses.
- 5.14 The Legacy Trail map could have intersecting (existing) trails added. Examples of loops would be central city; the Port to Tahuna including Washington Valley, Maitai Walkway(sea to golf course); Stoke and an Atawhai loop. An intersecting Maori legacy trail loop could also be developed.

Public artwork

- 5.15 A traditional approach to anniversary celebrations is an installation of a public artwork or similar physical item in a prominent site. At present Council is due to have two new art works installed before December 2016. A third is planned for the waka landing site but is unlikely to have reached install stage until June 2017. Due to the level of public art in progress it is not recommended to create additional artwork to mark this occasion.

6. Options

- 6.1 The options outlined in the table below provide considerations for one off commemorative events as well as legacy projects.
- 6.2 To maximise the return on Council's investment in commemorating the 175th Anniversary of Nelson, it is recommended to combine option four (development of a 'Legacy Trail') with option one and/or two so that there is both a commemorative event as well as a legacy project as a lasting resource.
- 6.3 The Legacy Trail could be launched at the commemorative event on Anniversary Day, and promoted further with extra events to encourage use.

Option one: Commemorative event on Nelson Anniversary Day	
Advantages	<ul style="list-style-type: none"> • Possible to create in time within budget • Builds on existing resources • Able to promote via Summer Events programme and guide
Risks and Disadvantages	<ul style="list-style-type: none"> • Would not be of value to those residents who are away on holiday • No lasting legacy
Option two: Commemorative event during Heritage Week	
Advantages	<ul style="list-style-type: none"> • Possible to create in time within budget • Builds on existing resources • Able to promote via Heritage Week programme • Residents less likely to be away on holiday
Risks and Disadvantages	<ul style="list-style-type: none"> • Not on Anniversary Day itself • No lasting legacy
Option three: Installation of a public artwork	
Advantages	<ul style="list-style-type: none"> • A legacy project with lasting benefits
Risks and Disadvantages	<ul style="list-style-type: none"> • Insufficient time to get in place (consents to obtain, build of art work) • Already a number of public artworks being installed
Option four: Legacy Trail development	
Advantages	<ul style="list-style-type: none"> • Possible to create in time within budget • Builds on existing resources • A legacy project with lasting benefits
Risks and	<ul style="list-style-type: none"> • Short lead in time

Disadvantages	
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7. Conclusion

- 7.1 To commemorate Nelson's 175th Anniversary, a lasting resource such as a Legacy Trail, as well as commemorative events to recognise the anniversary and to help promote the Trail are recommended.

Shanine Hermesen
Manager Community Partnerships

Attachments

Nil

Important considerations for decision making	
1. Fit with Purpose of Local Government	<p>The commemoration of Nelson's 175th Anniversary delivers a local service and with the legacy of a heritage trail is a cost effective way to mark the day and deliver lasting heritage value to residents and, by supporting tourist activity, local businesses.</p>
2. Consistency with Community Outcomes and Council Policy	<p>The recommendation is consistent with the Council's Heritage Strategy and Heritage Activity Management Plan.</p> <p>This report is consistent with Community Outcomes of:</p> <p>Our communities have opportunities to celebrate and explore their heritage, identity and creativity</p> <ul style="list-style-type: none"> • We have a strong sense of community, enhanced by activities, festivals, events and celebrations that reflect our distinct environment and people. • We celebrate and acknowledge our heritage and our history and how that contributes to our distinctive identity.
3. Risk	<p>Commemoration of Nelson's 175th Anniversary is able to be achieved with the proposed recommendations. The timing of the publications and programming for the summer events and Heritage Week programmes require any commemorative events to be planned with enough time to allow inclusion in the planning for events.</p>
4. Financial impact	<p>The recommended option is able to be completed within the allocated budget of \$40,000 as approved in the Annual Plan 2016/17.</p>
5. Degree of significance and level of engagement	<p>This matter is of low significance for residents of Nelson. Further consultation with Historical Society and Nelson Heritage Advisory Group in confirming any projects or events is recommended.</p>
6. Inclusion of Māori in the decision making process	<p>Maori have not been involved in the preparation of this report, but iwi will be approached to explore the possibility of a Maori heritage trail.</p>

7. Delegations

The Community Services Committee has the responsibility for considering Festivals and Events and has the power to approve projects within this area of responsibility, which have been included in Council's Annual Plan/Long Term Plan.

Campground Review

1. Purpose of Report

- 1.1 To receive the Campground Review report and consider its recommendations.

Recommendation

It is recommended that the Committee

Receives the report Campground Review (R6437) and its attachment (A1448988);

Notes that capital improvements to the Maitai Motor Camp will be considered as part of the development of the 2018-2028 Long Term Plan.

It is recommended that Council

Adopts the four key recommendations in the Campground Review (A1448988) in order to inform the Parks and Reserves Asset Management Plan and to support future lease arrangements. The recommendations are summarised as:

- 1. Council should identify its strategic requirements around the provision of campgrounds and prioritise these.**
- 2. Council should encourage each campground to work with Nelson Tasman Tourism to plan for improved marketing.**
- 3. Each Campground should review its development plans to ensure that facilities are optimised around their target markets.**
- 4. Each lease should be reviewed prior to renewal, to ensure operators are incentivised to perform well, taking account of social and economic benefits.**

2. Background

2.1 Council owns three campgrounds:

- The Tahuna Beach Holiday Park, currently operated by the Tahuna Beach Camp Incorporated Society;
- The Maitai Camp, currently operated under lease by Kevrol Ltd.
- The Brook Camp, currently operated by Council staff.

2.2 Council commissioned an external review of its three campgrounds to understand their financial trends and to assist in establishing a strategic direction for these properties.

2.3 Concurrently, Council developed, and has adopted in principle, the Brook Recreation Reserve Management Plan.

2.4 A Council workshop was held on 8 March 2016 to consider the draft Campground Review, which has now been updated following that workshop and is attached (attachment 1).

2.5 A Council workshop has also recently been held on Freedom Camping.

3. Discussion

16. Key recommendations from the Campground Review

3.1 The key recommendations are:

3.1.1 Council should identify its strategic requirements around the provision of campgrounds and prioritise these.

3.1.2 Council should encourage each campground to work with Nelson Tasman Tourism to plan for improved marketing.

3.1.3 Each Campground should review its development plans to ensure that facilities are optimised around their target markets.

3.1.4 Each lease should be reviewed prior to renewal, to ensure operators are incentivised to perform well, taking account of social and economic benefits.

3.2 It is recommended that Council adopts these recommendations to inform the 2018-28 Parks and Reserves Asset Management Plan and to support development of future leases for the campgrounds.

Tahuna Beach Holiday Park

3.3 The review finds that Tahuna Beach Holiday Park is currently run as an effective and efficient campground, making a substantial return to ratepayers and maintaining strong community connections. The Park has

developed a Revitalisation Master Plan and has a clear strategic focus on enhancing facilities to bring it up to a resort status.

- 3.4 Council needs to consider what lease arrangements it wishes to consider on expiry of the current lease in 2018. This matter is subject of a report in the confidential section of this meeting's agenda.

Maitai Camp

- 3.5 The Maitai Camp is leased until 2021. The current lessee has indicated that its focus is on providing a good standard of budget accommodation. However, the profitability of the camp is marginal and the review has identified that Council investment in infrastructure is required to ensure the long term viability of the camp.
- 3.6 The draft Freedom Camping Strategy has also identified that the Maitai Camp should be better promoted to freedom campers, as a low cost facility that offers kitchen and shower facilities.
- 3.7 It is recommended that officers work with the lessee to bring a package of potential works to Council for consideration in the 2018/28 Long Term Plan. These may include: additional cabins, enhanced communal spaces and improvements to the ablution blocks.

Brook Motor Camp

- 3.8 The Brook Recreation Reserve Management Plan has been adopted in principle by Council. The findings of the Campground Review are consistent with that document – there is an opportunity to provide eco-accommodation for visitors looking to experience camping in a native bush environment. There are clear synergies with the Brook Sanctuary.
- 3.9 A Comprehensive Development Plan will be prepared for the Brook Recreation Reserve once the current land classification processes are completed. This will identify spatially how the campground activity relates to other activities in the Reserve.
- 3.10 Council needs to consider what lease arrangements it wishes to consider for the Brook Camp. This matter is subject of a report in the confidential section of this meeting's agenda.

4. Options

- 4.1 Council can either adopt the Campground Review recommendations or not. Substantive decisions on future leases for the campgrounds are the subject of a separate report.

5. Conclusion

- 5.1 A Campground Review has been carried out and a report with recommendations is presented to the Council for consideration.

Chris Ward

Group Manager Community Services

Attachments

Attachment 1: A1448988 - Review of Campground Services - Stage One Report
by APR Consultants

Important considerations for decision making	
1. Fit with Purpose of Local Government	Campgrounds are local infrastructure that provides services to residents and visitors to Nelson. The Campground Review was undertaken to ensure the services are of good quality and delivered effectively and efficiently.
2. Consistency with Community Outcomes and Council Policy	Campgrounds contribute to goal seven of Nelson 2060: Our economy thrives and contributes to a sustainable Nelson.
3. Risk	Having a greater understanding of our campgrounds use and potential mitigates risk around Council owning assets which are underutilised.
4. Financial impact	Costs for implementing the recommendations will be included in future asset and activity management plans.
5. Degree of significance and level of engagement	This matter is of low significance as the review does not make recommendations involving divestment or change of use of any of Council's assets.
6. Inclusion of Māori in the decision making process	Maori have not been involved in the preparation of this report.
7. Delegations	The Community Services Committee has the responsibility for the provision and operation of recreation and leisure facilities and services, including reserves, parks, sports fields, swimming pool facilities and motor camps. The Committee has the power to make a recommendation to Council on this matter.

REVIEW OF COUNCIL-OWNED CAMPGROUNDS IN NELSON:

STAGE ONE REPORT

PREPARED FOR

NELSON CITY COUNCIL

BY

APR CONSULTANTS LTD

12 August 2016



CONDITIONS OF SUPPLY

This report provides an independent a review of three Council-owned campgrounds in the Nelson City area: Tahuna Beach Holiday Park, Maitai Valley Motor Camp and Brook Valley Holiday Park. Care has been taken in the production of this report to ensure its contents are as accurate as possible. However, neither APR Consultants Ltd (APR) nor any other organisation takes responsibility for incorrect information or decisions by any persons based on information in this report.

ABOUT THE CONSULTANTS

APR Consultants Ltd (APR) is an award-winning multi-disciplinary company based in Rotorua, New Zealand. APR has a 33-year track record supporting strategic decision-making in tourism and other sectors.

CONTACT DETAILS

APR Consultants
PO Box 1715
ROTORUA
Ph. (07) 349 8333

SUMMARY

Introduction

In 2015, Nelson City Council commissioned Stage One of a review of the ownership and management model for three Council-owned campgrounds in the Nelson City area: Tahuna Beach Holiday Park, Maitai Valley Motor Camp and Brook Valley Holiday Park. The purpose of this independent report is to:

- understand and document the existing ownership and management structure of Council-owned campgrounds in Nelson City;
- analyse the benefits to Council and the community from the provision of campgrounds and whether these are being realised; and
- recommend changes to improve effectiveness, efficiency and benefits realisation for Council and the community from Council-owned campgrounds in Nelson City, taking into account future demands and trends.

This report was revised following Council officers' review of an earlier October 2015 draft and further input from an 8 March 2016 Councillor workshop.

Characteristics, scale and management

Each of the campground sites has different characteristics, scale and management:

Campground	Lessee	Annual net cost/ contribution to rates (approximate only, for a 'typical' year)	Scale and features, unique selling points and target markets
Tahuna Beach	Tahuna Beach Camp Inc.	\$180,000 contribution to rates	<ul style="list-style-type: none"> • Scale and features: 200,000 visitors pa; 25+ staff; central location; sought-after summer destination. • Unique selling points: beach, fishing, boating, scale, onsite activities, access to national and local cycleways. • Target markets: Domestic and international visitors, families, regular seasonal visitors, semi-permanent residents.
Maitai Valley	Kevrol Ltd (Carol Wood)	-\$10,000 cost to ratepayers	<ul style="list-style-type: none"> • Scale and features: 10,000 visitors pa; 2-3 staff; bush-like setting; affordable camping. • Unique selling points: golf, mountain biking, walking and running, affordable accommodation. • Target markets: Currently semi-permanent residents, freedom campers, caravans, summer campers.
Brook Valley	Nil (currently Council-managed)	-\$150,000 cost to ratepayers (plus capex)	<ul style="list-style-type: none"> • Scale and features: Native bush setting; development potential with new Reserve Management Plan. • Unique selling points: environmental sanctuary, walking tracks and mountain biking, access to city. • Target markets: Currently semi-permanent residents, however there is development potential associated with the new Reserve Management Plan.

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Tahuna Beach Holiday Park is a large, sought-after summer destination for domestic and international tourists. The land and buildings are commercially leased from the Council by Tahuna Beach Camp Incorporated. The campground has a year round payroll of 26 full-time equivalents (FTEs) and employs up to 50 people in the peak season including office workers, cleaners, grounds and maintenance staff, plus student workers. Tahuna Beach Holiday Park is a more than \$2 million per year business which enjoys low staff turnover and donates regularly to local sports clubs, charities and schools. The campground's year-round operations attract visitors from all over New Zealand and a growing number of overseas countries, injecting an estimated \$20 million per annum into the regional economy. The campground is nearing its 90th anniversary and has plans to bring it up to holiday resort standards and status to meet the needs of 21st century holiday makers.

Maitai Valley Motor Camp is leased to a private company and located on Council land held for recreation purposes. Maitai Valley is the most affordable campground in Nelson, providing affordable campsites as a requirement of its lease. The operator is the second year of a seven-year lease and seeking to position the camp to respond to market opportunities. Maitai Valley provides a similar standard of facilities to Brook Valley, attracting short term visitors and providing a launching point for mountain bikers and other adventurers.

Brook Valley Holiday Park has been closed to visitors since February 2014. Council took over management following the expiry of a lease in 2010/11 and continues to provide minimal services such as cleaning, mowing and general maintenance. Over a period of many years there has been declining patronage at the Brook Valley motor camp, ageing infrastructure and uncertainty over development plans for the adjacent environmental reserve. Little investment or promotion has been undertaken pending decisions on preferred use. Brook Valley has historically been used for long term affordable accommodation, and by visitors wanting to experience nature and tranquillity. There are moves afoot to improve these facilities and the camp may become very important in the future visitor infrastructure mix.

The Brook Recreation Reserve Management Plan establishes a long term vision for the area to serve as a centre for environmental education and conservation and as a destination for camping and outdoor recreation, including appropriately-scaled and complementary commercial recreation and tourism development. There is a community expectation that camping (and residential camping) will continue at the site. Officers have been directed to prepare a Comprehensive Development Plan for the Brook Recreation Reserve.

Council and community benefits from campgrounds provision

During the summer peak season, visitors spend an estimated average of around \$154 per night while staying in holiday parks (\$130 for domestic visitors and \$185 for international visitors). Around one-quarter of this is accommodation costs, with the remainder spent on other activities, food and petrol. The employment and income associated with holiday parks also produces further flow-on effects for the local economy through purchases of supplies and services. The total regional economic impact of all Nelson-Tasman Region holiday camp visitors is estimated at approximately \$48 million per annum, including the contribution of the Nelson campgrounds.

In addition to economic development, other key community benefits from campground provision are support for affordable housing options and recognition of environmental and heritage values held by the community:

Economic development –Council's support for campgrounds is primarily driven by a desire for increased visitor numbers and expenditure in the region. The campgrounds provide a place for campers and casual travellers to stop and explore the area. It is vital that travellers know there are quality motor camps and accommodation options in the region. Through

appropriate business planning and public-private partnering approaches, there is a desire to replicate the success of Tahuna Beach Camp at other sites.

Support for affordable housing options – Campgrounds are not specifically listed as 'strategic assets' within Council's Significance and Engagement Policy, however Council's role of campgrounds provision is connected with its obligations to support affordable housing in the community. Feedback indicates that affordable housing this is seen as an important function of the Nelson campgrounds for the ongoing future.

Environmental and heritage values – Council's support to date of the Brook Valley campground recognises the expressed and implicit community values that exist for the site in terms of its natural environment and history. There is potential to develop the Brook Valley site within the context of a Comprehensive Development Plan, and subsequently translate these implicit community values into commercial value from increased visitors.

Other city councils' involvement in campgrounds provision and support

A high level scan of other city councils' 2014-15 Annual Reports identified that Nelson City Council is not the only territorial authority involved in campgrounds provision and support. Various levels of involvement were identified including:

- Council operation of campgrounds – for example, Whangateau Holiday Park north of Auckland is operated by Auckland Council;
- Council ownership of leased campgrounds – for example, Palmerston North Holiday Park (Palmerston North City Council) and Mount Maunganui Beachside Holiday Park (Tauranga City Council);
- Council provision of free camping areas – for example, McLaren Falls Park (Tauranga City Council); and
- Council provision of capital works for campgrounds – for example, Piha Domain Camp ablution block (Auckland Council).

Community survey results

An online community survey was developed in collaboration with Nelson City Council staff to help assess local perceptions of the benefits and issues relating to campgrounds. This was supplemented by a survey of semi-permanent residents. The survey resulted in 127 responses in total, including 118 from people who stayed in one or more of the three campgrounds during the past five years, of whom around one-quarter were long-term visitors or semi-permanent residents. The survey results are summarised as follows:

- 89% of respondents had stayed at Tahuna Beach during the past five years, 10% at Brook Valley and 4% at Maitai Valley (including people who stayed at more than one of the campgrounds during this period).
- Affordability and location were the main reasons people chose to stay at these campgrounds. Good location being the predominant reason for respondents who stayed at Tahuna Beach. Other reasons for the Maitai Valley included that it allows dogs, and for the Brook Valley that it has a 'rural feel' but is close to the city.
- Overall ratings of various aspects of Nelson's campgrounds revealed that the highest levels of satisfaction were in relation to staff friendliness (92% good or excellent), followed by reception area (81%), motel/cabin/unit stayed in (80%), website information (80%), appearance and atmosphere (79%), car parking facilities (79%) and overall camp tidiness and appearance (79%). The lowest levels of satisfaction overall were with laundry facilities (11% below average or poor), ablution facilities (9%) and kitchen facilities (9%).

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- When asked to rate their overall satisfaction with their experience at the campground, 84% gave a satisfaction score of 7 or more out of 10. This indicates a relatively high level of overall satisfaction.
- Asked what benefits they believe campgrounds bring to Nelson, the main perceived benefits agreed by respondents were affordable accommodation (82%), allowing Nelson to cater for the large number of visitors over the summer period (73%), providing a range of accommodation options (64%) and a good range of facilities and service in one place (63%). A lower proportion ticked the boxes for economic benefits (50%) and employment opportunities (41%), indicating these were seen as secondary benefits.
- Respondents were asked to comment on what factors Nelson City Council should consider around the future of campgrounds in Nelson. The most frequent comments were clustered mainly around: working with motor camp operators to ensure that they are supported (25%); funding tourism promotions to assist motor camp marketing and investment (18%); owning and leasing out motor camps (17%) and 'keep campgrounds' (10%); affordability for campers (12%); and providing regulations/policies on how motor camps should operate (10%).
- When asked what should be done to improve the campgrounds in Nelson, with the most frequent suggestions related to upgrading facilities (13%), maintenance issues (12%) and additional facilities/improvements (for example, better/more recycling facilities, improved ablution blocks, new playgrounds, swimming pool) (7%). Other suggestions related campground management (8%) and cleanliness (7%).

Options to improve effectiveness, efficiency and benefits realisation

Tahuna Beach Holiday Park is an effective and efficient campground which serves as an exemplar for other motor camps and holiday parks in the region. It makes a substantial annual return to ratepayers' financial investment, brings a substantial injection of visitor spending into the local and regional economy, and just as importantly it has strong community connections which provide additional financial and non-financial returns to the local community including employment, income and community donations. Tahuna Beach Holiday Park is working toward implementing a cohesive and integrated Revitalisation Master Plan to add more value to the visitor experience and bring it up to holiday resort status.

Note that the Tahuna Beach Holiday Park's land and buildings are leased to Tahuna Beach Camp, an incorporated society. The lease requires annual payment to Council of either 9% of gross income (plus GST) or \$180,000 (plus GST), whichever is greater. The current lease expires on 30 June 2018. In addition, note that Tahuna Beach Camp has a loan with Council of approximately \$1.2 million, with loan payments of \$84,000 per annum currently being made.

Maitai Valley Motor Camp operates on a smaller scale and has differentiated itself as an affordable, family friendly and pet-friendly location. The campground is effectively run in relation to its level of resourcing, but there is further potential to incrementally improve its marketing and operations, particularly by working with Nelson Tasman Tourism. The future of Maitai Valley Motor Camp has been significantly impacted by freedom camping. The camp has little in the way of permanent accommodation facilities. Subject to capital availability, consideration should be given to the development of additional cabins to de-seasonalise visitor flows and provide additional options for visitors.

Note that Maitai Valley Motor Camp is leased by a private company called Kevrol Limited, whose director Carol Wood lives on-site. The lease requires annual payment to Council of

\$6,652.88 (plus GST). The lease was renewed on 1 July 2014 for a period of seven years to 30 June 2021.

Brook Valley Holiday Park has the greatest potential for development and increased benefits realisation. Following the recent adoption of a long-term vision for the Brook Valley, Council should prioritise a feasibility and business planning process for the campground with a view to a commercial partnership through a tendering process. Council should select a successful tenderer on the basis of their experience, track record, resourcing and commitment to realising the agreed community vision. In parallel, Council will need to make decisions around capital funding for required redevelopment costs. All aspects of the development and operation will need to be carefully planned and implemented.

Note that Brook Valley Holiday Park is currently Council-managed. Several options for future reserve management are under consideration, and there has been interest expressed from some groups/agencies to secure a lease to manage the campground.

Summary table of advantages, disadvantages and opportunities identified

Campground	Advantages	Disadvantages	Opportunities identified
Tahuna Beach	<ul style="list-style-type: none"> Central location; coastal parkland setting; sought-after summer destination Well established, \$2m-plus venture Leased to an incorporated society – exempt from income tax due to its role in promoting Nelson Low staff turnover, strong connections to local community Includes relocatable home park with approximately 170 semi-permanent residents Revitalisation Master Plan in place to bring the holiday park up to holiday resort status 	<ul style="list-style-type: none"> Some facilities are ageing and in need of upgrade 	<ul style="list-style-type: none"> Ensure concept design Master Plan is aligned with Council urban development plans to optimise visitor market opportunities for Nelson
Maitai Valley	<ul style="list-style-type: none"> Bush-like setting Affordable camping Pet-friendly (allows dogs) Launching point for mountain bikers and other adventurers 	<ul style="list-style-type: none"> Little in the way of visitor accommodation facilities Strong reliance on long-term campers for income, particularly in the off-season 	<ul style="list-style-type: none"> Subject to capital availability, consider building additional cabins Encourage lessee to Work with Nelson Tasman Tourism to improve marketing toward key target markets (e.g. mountain biking tourism)
Brook Valley	<ul style="list-style-type: none"> Native bush setting Close to the city Development potential associated with new Reserve Management Plan and associated long term vision Interest has been expressed by some agencies to secure a lease to manage the campground Community expectation is that camping and residential camping will continue at the site 	<ul style="list-style-type: none"> Closed to visitors since February 2014, with minimal investment occurring while decisions are made on preferred use Substantial capital investment required 	<ul style="list-style-type: none"> Commission a pre-feasibility plan for redevelopment of the Holiday Park in the context of the new Reserve Management Plan Consider co-investment (public-private partnership) development options Establish a management partnership through a lease tendering process

Recommendations

The following recommendations have been developed on the assumption that Council will retain ownership of all three camps but that management should ideally be undertaken through operational lease arrangements. Council ownership will enable Council to ensure that its strategic objectives can be realised alongside the fact that the campgrounds are located on reserve land. Leasing the motor camps will enable each of these to respond to market changes. However there are a number of considerations that Council will need to work through with the lease holders such as:

1. Ensuring that the development plans are aligned with Council's strategic objectives and meet requirements around reserve management, planning and development.
2. Ensuring security of tenure for any leaseholders relative to development plans to provide more security for investment that may be required.
3. Ensuring access to capital for development plans and whether this is something Council wishes to have any involvement in or it will be the prerogative of the camp leaseholders.
4. Having explicit understandings where risk in the future camp developments fall. This is critical given the range of options that Council and the leaseholders have in any future arrangements.
5. Understanding how ongoing "market trading value" can be realised for each of the campgrounds through working more closely with the regional tourism organisation, understanding how each campground is differentiated in the market and where opportunities for further growth may be realised.

Economic benefits from continued Council ownership and lease arrangements for campground activities should lead to increasing ratepayer benefits over time.

No.	Recommendations	Timeframes
1.	Council should explicitly identify all strategic requirements around the provision of campgrounds and prioritise these so that in entering any future negotiations with operators it is clear around the outcomes/benefits that it wishes to realise. As part of this process it needs to consider matters such as the extent of community (eg, temporary accommodation, reserve objectives) and commercial outcomes (eg, lease revenues, return on any investment) it seeks to realise alongside capital requirements for future campground developments and any risk it wishes to be exposed to as part of this process.	2016
2.	Encourage each campground and in particular Matai Valley Motor Camp to work with Nelson Tasman Tourism to plan for improved marketing and operations, including revamping websites and online booking processes. Whilst there will be client base overlap in terms of motor camp markets, each campground's service offering should be tailored to focus on its unique selling points, for example: <ul style="list-style-type: none"> • Tahuna Beach Holiday Park – coastal parkland setting, access to beach, estuary and cycle trail. • Maitai Valley Motor Camp – bush-like setting, mountain biking, walking. • Brook Valley Holiday Park – native bush setting, wildlife sanctuary. 	2016
3.	Encourage each campground to review its development plans to ensure they will optimise facility and service development around target markets. Specific identified development opportunities are: <ul style="list-style-type: none"> • Tahuna Beach Holiday Park – Ensure concept design Revitalisation Master Plan is aligned with Council urban development plans to optimise visitor market opportunities for Nelson. • Maitai Valley Motor Camp – Consider development of additional cabins to de-seasonalise visitor flows and provide additional options for visitors. 	2016

No.	Recommendations	Timeframes
	<ul style="list-style-type: none"> • Brook Valley Holiday Park – Review long term accommodation and facilities – commission a pre-feasibility plan for redevelopment of the Brook Valley Holiday Park in the context of the new Reserve Management Plan, including consideration of co-investment (public-private partnership) options. <p>Note that results from the Community Survey done as part of this review provide useful guidance for consideration of plans for facility upgrades, addressing maintenance issues and other improvements.</p>	
4.	<p>Prior to the renewal of each Council lease, review their terms and conditions to ensure they take into consideration current market practice, create an incentive for operators to perform well and achieve higher returns, and also take into account estimated social and economic benefits to the local community. The lease and its conditions should to ensure that:</p> <ul style="list-style-type: none"> • the entity running the grounds has an appropriate governance structure and demonstrated track-record in responding to market opportunities • lease rates reflect market conditions as appropriate (these will differ for each campground in accordance with context and scale) • conditions are fully specified (e.g. conditions in relation to signing off on capital development proposals) • there is clarity around who provides capital for development, and around ownership of the resulting assets • operational performance expectations are fully specified through lease obligations • Council's position on lending money to lessees is fully specified in the lease. 	As per terms of leases

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1.0 INTRODUCTION

1.1 Project overview

Nelson City Council (NCC) commissioned APR Consultants Ltd to undertake Stage One of a review of the ownership and management model for campgrounds in the Nelson City area. The review scope excluded consideration of freedom camping policy or development of a plan for implementing recommended changes (which may be commissioned in Stage Two).

1.2 Purpose and scope

Stage One sought to:

- understand and document the existing structure for the ownership and management of campgrounds in Nelson City;
- analyse the benefits to Council and the community from the provision of campgrounds and report on whether these benefits are being realised; and
- recommend changes to improve the effectiveness, efficiency and benefits realisation for Council and the community from ownership and management of campgrounds in Nelson City, taking into account future demands and trends.

The consultants' approach involved:

- review of available information;
- site visits and interviews; and
- community survey.

2.0 REVIEW OF AVAILABLE INFORMATION

Information was synthesised from available information from NCC and other sources (for example, Statistics New Zealand and other government agencies) relating to campground services for Nelson City and the surrounding area. Some of this information is presented as Appendices. The available information shows a desire by NCC for all three Council-owned campgrounds to be economically viable, well managed and able to support increased tourism. Ideally all three should result in income being credited to rates, however currently this is only the case for Tahuna Beach Holiday Park. There is relatively strong community interest in maintaining and enhancing Nelson's range of campground accommodation options, and a desire by Council for Nelson's campgrounds to complement each other's offerings.

2.1 Council's investment in tourism and economic development

Council recognises the importance of local body support for regional development and takes a partnering approach as well as undertaking direct activity. Council owns the regional tourism organisation (RTO) Nelson Tasman Tourism; a Council Controlled Trading Organisation which employs experienced tourism and marketing professionals to promote the region through marketing activities. Council's commitment to Nelson Tasman Tourism is around \$470,000 per annum. Council also supports the Nelson Regional Economic Development Agency (EDA) which facilitates economic development projects, provides economic advice and monitors the region's economic performance. An updated Economic Development Strategy for the Nelson Tasman Region was presented to Council in July 2014, with the objective of raising economic growth and GDP per capita above the

national average.¹ The EDA receives annual operating funding of \$240,000 from Council via a contract for services. Council's total commitment to Economic Development is around \$1 million in 2015-16 (including events marketing and development). A summary of visitor activity in Nelson Tasman is shown in Table 1.

Table 1: Nelson Tasman RTO visitor profile, July 2015

1,302,148 annual guest nights
460,727 annual international guest nights (209,421 visitors)
841,421 annual domestic guest nights (382,464 visitors)
591,885 annual visitors (CAM) + 100,00 VFR = 691,885 visitors
65% domestic visitors and 35% international visitors
Top international markets – UK, Germany, Europe, USA, Australia
Top domestic markets – Canterbury, Wellington, Auckland
CAM Year End April 2015 total guest nights +5.0%
CAM Year End April 2015 domestic guest nights +5.9%%
CAM Year End April 2015 international guest nights +3.5%%

Source: Nelson Tasman Tourism

2.2 Economic impacts of holiday parks

According to a Ministry of Economic Development profile of New Zealand's holiday park sector, caravan parks and camping grounds make up around 36% of total national accommodation capacity. Monitoring shows that the Nelson Tasman RTO area has around 8% of the total guest nights in holiday parks in New Zealand (third behind Canterbury and Northland). The sector is highly seasonal, with occupancy rates of around 50% in January dropping to 5% in the off-season.

Results from Statistics New Zealand's (SNZ) Commercial Accommodation Monitor (CAM) show the total number of guest nights per annum in holiday parks in the Nelson Tasman RTO area grew by approximately 10% over the period 2004 to 2012, followed by a slump back to 2009 activity levels, with latest results now showing an emerging recovery led by motels and holiday parks.

An April 2015 profile of New Zealand's holiday park sector by Angus & Associates for the Holiday Accommodation Parks Association of New Zealand (HAPNZ 2015, p 27) estimated that during the peak season from December to February each year, visitors spend an estimated average of around \$154 per night while staying in holiday parks (\$130 for domestic visitors and \$185 for international visitors). Around 23% of holiday park total visitor spend can be attributed to accommodation costs, with the remainder spent on other activities/admission fees, groceries/snacks and petrol/fuel. In considering the value of the holiday park sector, it is also important to acknowledge the employment and income effects of holiday park trading, as well as flow-on effects to the local economy through purchases of supplies and services. According to the 2014 AGM Minutes for Tahuna Beach Camp Incorporated, the Tahuna Beach Holiday Park alone brought \$19 million into the Nelson community (citing HAPNZ tourism statistics). More recent correspondence from the General Manager of Tahuna Beach Holiday Park states an estimate of over \$20 million.

¹ Refer <http://www.eda.co.nz/business/reports/strategies>.

Economic impact assessment for Nelson-Tasman Region holiday park tourists' annual visit expenditure

APR sourced economic impact multiplier information from past economic impact assessments of tourist-related activities in Nelson-Tasman Region². To convert tourism-based expenditure to direct value added (ie, the change in the size of the economy) the conversion factor is approximately 0.381. The full flow-on effect for value added is 1.625 while the full flow-on effect for raw spending (ie, output) is 1.476. Based on the above information the following impacts were calculated for the economic impact of Nelson-Tasman Region holiday camp visitors within region expenditure in the year ended March 2015:³

- Direct domestic-based output (cash-flows/turnover) = 513,274 visitor nights per year x 60% domestic visitor nights x \$130 expenditure per night per domestic visitor = \$40 million.
- Direct international-based output (cash-flows/turnover) = 513,274 visitor nights per year x 40% international visitor nights x \$185 expenditure per night per international visitor = \$38 million.
- Overall, direct output attributable to domestic and international visitors combined (cash-flows/turnover) = \$78 million per annum.
- Total output (cash-flows/turnover inclusive of multiplier effects) attributable to domestic and international visitors combined (cash-flows/turnover inclusive of multiplier effects) = \$115 million per annum.
- Direct value added (increase in the size of the Region's economy) attributable to domestic and international visitors = \$29.7 million per annum.
- Total value added (increase in the size of the Region's economy inclusive of all multiplier effects) attributable to domestic and international visitors = \$48.3 million per annum.

The above impacts are attributable to the overall attractiveness of the Region as a holiday destination for visitors who stayed in holiday park accommodation. Hence, only part of this impact can be attributed to accommodation and related visitor services *per se*. However, the economic impacts purely attributable to the holiday parks are inseparable from all the other components that motivate tourists to make a visit to the area.

² Berl Economics and Angus and Associates (2009). *Economic Benefits of a Nelson Performing Arts Centre and Conference Centre*. Downloaded from: http://static.stuff.co.nz/files/Berl_performing_arts_centre_report.pdf

³ According to Statistics New Zealand's Commercial Accommodation Monitor (CAM), there were 513,274 Nelson-Tasman Region-based holiday park visitor nights in the year ended March 2015. A total of 40% of these were international visitor nights and 60% domestic visitor nights.

2.3 Council's investment in campgrounds

Council's ownership of campground (motor camp) sites is part of its broader support for tourism marketing and economic development. According to Council's Long Term Plan 2015-2015 (p 232):

'Motor camps are provided to allow campers and other visitors to stay in the City. While the whole community, and businesses in particular, benefit from this the users of the Motor Camps gain the most benefit. These facilities use reserve land but are operated as a business. Funding is largely from user charges and the balance is from general rates. Any surplus funds can be used to reduce the general rate requirements.'

The motor camps are intended to be operated as businesses and hence funded separately from core Council operations. The Long Term Plan 2015-2025 describes the benefits as being 90-100% private and 0-10% public. Notably, motor camps are not specifically listed as 'strategic assets' within Council's Significance and Engagement Policy, although community housing is listed.⁴

Financial information compiled by Council to support this review shows that:

- Yearly income of approximately \$280,000 per annum from the Tahuna Motor Camp more than offsets Council operational expenditure on this campground, resulting in an approximately \$180,000 surplus/ contribution to rates each year.
- Income from Maitai Camp is insufficient to cover annual Council expenses. Ratepayers subsidised the Maitai campground (including affordable campsites provided as a requirement of its lease) by approximately \$10,000 in 2014/15.
- Income from Brook Camp is around half of what is required to meet expenses each year, resulting in an average subsidy of around \$150,000 per annum over the past three years. This reflects a period of uncertainty pending the development of the Reserve Management Plan.

Note that motor camps are a class of asset that Council does not fund for future replacement, and hence does not allocate depreciation funding. This has been factored into the graph below.

Figure 1: Net operational surplus/loss per annum by Council on campgrounds 2012-2015

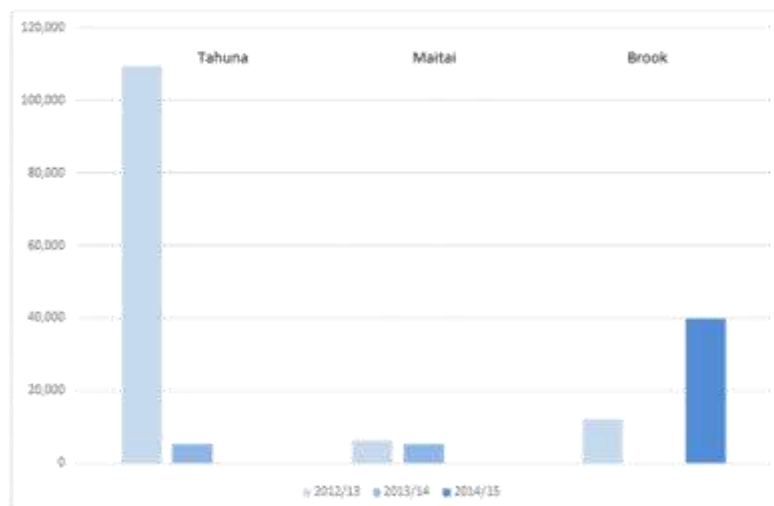


Source: Council financial records (as at 23 February 2016).

⁴ Refer page 7 of <http://nelson.govt.nz/assets/2025/Significance-and-Engagement-Policy.pdf>.

Council's annual capital expenditure on the motor camps over recent years has been relatively low, as shown below. With regard to potential development of the Brook Valley Holiday Park over future years, independent assessments have signalled that approximately \$1-2 million may be required for complete asset renewal and reinstatement.

Figure 2: Capital expenditure by Council on campgrounds 2012-2015



Source: Council financial records (as at 23 February 2016).

A rapid scan of other city councils' 2014-15 Annual Reports (refer Appendix 6) identified that Nelson City Council is not the only territorial authority involved in campgrounds provision and support. Various levels of involvement were identified including:

- Council operation of campgrounds – for example, Whangateau Holiday Park north of Auckland is operated by Auckland Council;
- Council ownership of leased campgrounds – for example, Palmerston North Holiday Park (Palmerston North City Council) and Mount Maunganui Beachside Holiday Park (Tauranga City Council);
- Council provision of free camping areas – for example, McLaren Falls Park (Tauranga City Council); and
- Council provision of capital works for campgrounds – for example, Piha Domain Camp ablution block (Auckland Council).

2.4 Tahuna Beach Holiday Park

Located along the southern edge of the Tahunanui Beach Recreation Reserve estuary, Tahuna (Tahunanui) campground is a sought-after summer destination for domestic and international tourists, with reportedly approximately 200,000 visitors per annum.⁵ Established in 1926, it has been operating for 90 years and is one of the largest camp grounds in the southern hemisphere with 850 campsites spread across 54 acres (22 hectares) of parkland. It provides powered and unpowered sites for tents, caravans and motor homes, affordable options for budget travellers and fully equipped self-contained accommodation for 1-9 people. These are located in four separate colour-coded zones: white zone for families; yellow for families and groups; blue for families, active people and large groups; and green for those who want to get a little closer to nature. Each zone has its own

⁵ Tahuna, meaning 'the sands' or sand dune, was an original name for the area. The locality was officially renamed in 1911 to Tahunanui to distinguish it from Tahuna in the Waikato region.

communal kitchen, bathroom and laundry facilities, and a recycling station. Prices for adults range from a minimum \$18 per person per night in the off-season to a minimum \$44 per person per night (and \$22 for extra adults) in the peak season. The campground has an effective website which enables online enquiries and is linked from the Nelson Tasman regional website.⁶ Semi-permanent residents speak very highly of Tahuna and are provided for within the campground's long term plans.

The land and buildings are commercially leased from Nelson City Council by Tahuna Beach Camp Incorporated. The lease requires annual payment to Council of either 9% of gross income (plus GST) or \$180,000 (plus GST), whichever is the greater amount. The current lease expires on 30 June 2018.

There are generally around 26 FTE staff including office staff, cleaners, grounds and maintenance workers. Over the summer months, students are also employed to help in all areas of the camp plus in the mini golf and go cart area. There is very low staff turnover, and the Beach Camp society regularly donates to and sponsors around 30 local sports clubs, charities and schools. Tahuna Beach Camp has exemption from paying income tax due to its wider contribution to the community including its city promotion role.

According to AGM Minutes and financial statements, payments from Tahuna Beach Camp to Nelson City Council during the past nine years include \$1.727 million in lease payments (\$354,000 above the minimum annual lease payments). Financial information indicates income of around \$2.4 million per annum and a balanced budget.

2.5 Maitai Valley Motor Camp

Several kilometres east of Nelson, Maitai Valley Motor Camp offers affordable camping in a bush-like setting with a variety of activities. Unpowered sites are advertised at \$10 per person per night and powered sites \$14. Cabins start at \$40 per person per night. Campers have free use of the camp kitchen and toilets. The Maitai Valley Motor Camp is also pet-friendly. Records indicate that in 2010/11 the Maitai campground attracted around 7,100 visitors.

The Maitai Valley Motor Camp is located on Council freehold title held for the purposes of recreation. The site is subject to NCC's Esplanade and Foreshore Reserves Management Plan 2008, which is silent about service delivery or recreation objectives within the motor camp. Hence, all direction from NCC is within the commercial lease agreement and via registration of the motor camp under the Camping Grounds Regulations 1985.

Prior community consultation by Council has indicated interest in local campgrounds providing a cheap alternative destination for freedom campers who currently occupy space within the central city. This option is provided by the Maitai Valley Motor Camp which provides affordable campsites as a requirement of its lease (\$8 per night as at early 2015).

According to Council records, the Maitai campground was subsidised by rates by between \$10,000 and \$20,000 per annum during the period 2005/06 to 2009/10. Over the more recent 2012/13 to 2014/15 period, the average ratepayer subsidy has been around the same level.

Maitai Valley Motor Camp has been leased since 2005 by a private company called Kevrol Limited, whose director Carol Wood lives on-site. The lease was renewed on 1 July 2014 for a period of seven years (to 30 June 2021) with an annual lease payment of \$6,652.88 (plus GST).

The campground has a promotional website with photographs, information and contact details.⁷ The website is developed and maintained by the lessee but the domain name must be released to Council at the end of the lease. The reviewers note that Maitai Valley Motor Camp is not currently

⁶ Refer <http://tahunabeachholidaypark.co.nz>.

⁷ Refer <http://www.maitaivmc.co.nz>.

listed or linked from the Holiday Parks page of the Nelson Tasman regional website, which would be beneficial for future growth.

2.6 Brook Valley Holiday Park

Brook Valley Holiday Park is several kilometres south of Nelson at the head of the Brook Valley in a native bush setting with surrounding walking tracks. It has operated as a campground since the mid-1920s, reaching its hey-day in the 1960s and 1970s. The camp has 100 marked sites, with advertised prices (when operational) ranging from \$17 to \$65 per night. However, the current situation is that the campground has been closed to visitors since February 2014, with the Council providing minimal services such as cleaning, mowing and general maintenance. There are approximately 25 semi-permanent residential campers.

In the 1980s the campground was leased to the Tahuna Beach Holiday Park, and for 21 years the site was managed by Harold and Diane Gibson. During this time, allowance was made by the managers for semi-permanent accommodation. However, investment and activity in the campground has since waned. The main uses are now by semi-permanent residents in relocatable homes (several with fixed components) including some of whom have been on-site for more than a decade.

There have been five years of uncertainty around the use and management of the Brook Recreation Reserve, in particular around future plans of the adjoining Brook Waimarama Sanctuary. In 2010 the lease to Tahuna Beach Holiday Park expired and an extra multi-year lease was sought; but due to declining patronage, aging infrastructure and uncertainty around the adjacent development of the Brook Waimarama Sanctuary, only a one-year lease was agreed. In 2010/11 year the Brook campground attracted around 2,600 visitors.

Council took over operational management of the camp in 2010/11. Little investment or promotion of the campground has since been undertaken, pending a decision on the preferred uses of the area. Latest financial records indicate an annual deficit of around \$150,000 average per year over the period 2012-13 to 2014-15, in addition to capital expenditure of \$50,000 during this period.

The Holiday Park's management has changed a number of times in recent years, resulting in further uncertainty for residential campers and a significant reduction in its use by casual campers. The campground does not have a promotional website or online booking system but does have its contact details listed on the Nelson Tasman regional website.⁸

Council sought to close the campground in 2014 due to cost, uncertainty and non-compliance with planning rules and regulations. This decision was later reversed following submissions from community members to retain the campground. Interest has been shown in alternative uses of the Reserve, including developments for tourism, education and to better support the activities of the Brook Waimarama Sanctuary. The need for development of a management plan was identified.

The Draft Brook Recreation Reserve Management Plan was discussed at a Council meeting on 14 May 2015. This included a recommendation that a panel be formed to manage the reserve, chaired by a trained commissioner. Two possible visions were proposed in the Draft Reserve Management Plan: one for a significant regional tourism and recreation hub and the other for a lesser scale of tourism development. Under both scenarios, provision would be made for a camping ground and residential camping; and for the area to be formally gazetted as a recreation reserve.

The issue of site management and leasing was canvassed as part of consultation on the Draft Brook Recreation Reserve Management Plan 2015-2015, and was raised in various conversations and meetings. While there was a general expectation that Council was not a campground management agency, comment was made that it should have sufficient capacity and capability to fulfil this role.

⁸ Refer <http://www.nelsonnz.com/Accommodation/Holiday-Parks/Brook-Valley-Holiday-Park.html>

However, there has been strongly stated dissatisfaction by residential campers with Council's management since 2010/11.

There has been interest expressed from some agencies to secure a lease to manage the campground. Several options for future reserve management have been considered, for example the administration of separate leases by the NCC, with Council potentially retaining direct management of some activities such as camping.

On 22 September 2015, the Brook Recreation Reserve Management Plan Panel deliberated on submissions to the Draft Reserve Management Plan. The meeting commenced with a review of the summary of issues raised by submitters. It was discussed that Reserve activities needed to be flexible, and the Comprehensive Development Plan would play a large part in defining the vision. Panel recommendations were subsequently refined and resolved at a 15 October 2015 Council meeting that the:

- Reserve Management Plan be adopted in principle.
- Vision be: 'The Brook Recreation Reserve serves as a centre for environmental education and conservation and as a destination for camping and outdoor recreation, including appropriately-scaled and complementary commercial recreation and tourism development'.
- Chief Executive be delegated authority to stop two sections of formed legal road and transfer to Reserve status (as per public support).
- Chief Executive be delegated authority to Gazette the entire area within the Reserve Management Plan as Local Purpose Reserve (Recreation); and the road reserve which extends into the Sanctuary lease area as Local Purpose Reserve (Wildlife Sanctuary), noting this will be subject to separate statutory processes. Once the Gazettal process is complete, a report to Council will enable the Brook Recreation Reserve Management Plan to take effect.

Officers have been directed to prepare a Comprehensive Development Plan for the area covered by the Brook Recreation Reserve Management Plan.

The in-principle adopted Reserve Management Plan allows for the following main developments on the Reserve (subject to agreement on a comprehensive development plan):

- Facilities and services which support the activities of the Brook Waimarama Sanctuary,
- Facilities and services associated with the Brook Conservation Education Centre,
- Eureka Park,
- A commercial camping ground,
- Commercial tourism and recreation developments of a scale and type which complement the natural, social and existing commercial values of the Reserve,
- Developments for casual local recreation opportunities and events, such as improved access to the Brook Stream and play and picnic facilities, and
- A relocatable home park.

2.7 Capital investment requirements

The reviewers inspected all three campgrounds on 10 June 2015 and assessed that the Maitai Valley site and particularly the Brook Valley site require significant capital investment.

The Tahuna Beach Holiday Park is working towards a more cohesive and integrated site Revitalisation Master Plan to add more value to the visitor experience. The last major development programme was undertaken in the 2000 to 2010 period. The revitalisation program aims to upgrade and modernise the Holiday Park while retaining its unique character and environment. It is proposed to implement the revitalisation program through a staged process over a 20-year period.

The Matai Valley Motor Camp has a limited number of cabins on site and needs more cabins or low cost units to make it viable, otherwise it is only catering for camper vans, caravans and people camping over the summer. The new manager at Tahunanui has progressive ideas and is looking to transform the camp.

An independent asset assessment for the Brook Valley campground facilities has identified approximately \$1.27 million in asset renewal costs required up to 2026. A valuation identified a \$1.74 million reinstatement estimate for camp assets; an existing asset value of \$955,000; and a demolition estimate of \$80,000.

2.8 Semi-permanent residential camping

All three campgrounds provide for semi-permanent residents, commonly referred to as long-term visitors. There is a compliance issue, as campground regulations impose a 50-day maximum stay. Council has an informal policy of a sinking lid on semi-permanent residents; however, this is not well enforced in practice. Anecdotal evidence would suggest that this is a common practice in many campgrounds throughout NZ.

There are potential net community benefits in accommodating semi-permanent residents at campgrounds as an affordable option meeting a range of public and market needs including for seasonal workers (eg, fruit industry) and short term accommodation. The issue of semi-permanents needs to be considered in the context of community housing, 'liveaboard' occupation at the Nelson Marina and associated activities and risks. Community housing is listed as a 'strategic asset' in Council's Significance and Engagement Policy but does not explicitly encompass non-traditional housing types.

The Tahuna Beach Holiday Park operates a formal relocatable home park with approximately 170 semi-permanent residents on 100 sites. The pricing policy at Tahunanui campground reportedly favours long term stays, and the Tahunanui Reserve Management Plan 2004 has capped the number of permanent resident numbers at the campground. Tahuna campground also accommodates two self-contained cottages for the Nelson Emergency Housing Trust, supplying temporary shelter for people in difficult situations.

The Maitai Valley Motor Camp offers long-term accommodation on its site, particularly in response to the Christchurch earthquakes. Provisos include a restriction on any permanent structures (equipment and accommodation), garden planting only permitted in moveable planter-boxes, and long-term campers located in a defined area. The manager of the Motor Camp has noted that long-term campers are an important source of income for the business, particularly in the off-peak season.

The Brook Valley Holiday Park had its peak number of semi-permanent occupants in 2014 with 54 residents (occupying approximately 54% of the 100 marked camping sites) but this was reportedly down to 25 by early 2015. Several occupants have been on-site for more than 10 years, some periodically over a 25-year period, while others have been in occupation for less than three years.

Options for retaining services for residential campers are complex. If a 'relocatable home park' is decided as an option for the Reserve, this would ideally be located in an area of freehold title with good screening and adjacent ablutions, and a capped number of available sites.

3.0 INTERVIEW RESULTS

With the assistance of key Council staff, interviews were scheduled in Nelson and surrounds with a range of stakeholders including NCC officers; visitor industry staff, selected management and staff. The interviews were semi-structured, based around key elements of the project requirements and allowing issues to be probed as they arose. The interview questionnaires were developed and agreed in collaboration with NCC staff prior to implementation of this stage of the project. Additional telephone and email interviews were also conducted before and after the Nelson visit as required to ensure input from key stakeholders. A selection of key interview results is summarised below.

3.1 Chris Ward, NCC

At the project commencement meeting with Council (10 June, 2015), a number of key issues were raised in relation to each campground including:

- Tahunanui Camp – They are working on a strategic plan for the camp. Lease comes up in the 2017/18 year. The area has had stability issues around coastal erosion. There is a need to assess what councils' role is around this may be in the future.
- Maitai Camp – They are endeavouring to position the camp to look for market opportunities.
- Brook Camp – Council has been working on a Reserve Management Plan to identify and resolve issues around the camp. There are a number of semi-permanent residents at the camp which has possibly removed some of the flexibility of the camp to accommodate visitors over the traditional peak summer months. Development of the Brook Ecological Sanctuary has provided a renewed focus on the camp and opportunities associated with the sanctuary. There is a proposal to look at a gondola up the valley to provide for mountain bikers and others wishing to access the hills above the camp.

Key points raised in the meeting overall included:

- Each camp needs to have contract conditions that allow it to respond to the market and innovate as required.
- Key question is the level of integration of the camps in the market and their Unique Selling Points (USP), eg, Brook – associated with the sanctuary; Tahunanui scale family – beach; Maitai – budget and mountain biking and the valley.
- NCC as the owner needs to have transparency over the key contracted requirements of each camp.
- NCC has to have a strategic view on whether it should be an owner or investor in campgrounds.
- Nothing material in the Long Term Plan for each of the camps. NCC has advised that it is business as usual, although Brook is a focus in terms of the Reserve Management Plan process and outcomes.
- A key issue in Nelson is social housing – each of the camps has a group of semi-permanent residents which are catered for. These provide cash flow over the winter months and assist in offsetting some of the seasonality. NCC has 90 pensioner units and provides some funding

for crisis/emergency housing. Also Tahunanui has had some units that provide for emergency housing for the community.

3.2 Marcel Fekkes, Tahuna Beach Camp General Manager

Key points raised in the meeting at Tahuna Beach Camp (10 June, 2015) included:

- The Motor camp is around 90 years old and has a significant legacy in the Nelson community.
- The manager has recently been appointed and notes that there are significant opportunities for improvement. They are currently working on a camp development plan that will provide a more cohesive and integrated site master plan for the camp. The site plan will provide improved facilities, greater presence on arrival (eg, kiosk, café etc.), improve traffic flows; provide integrated signage; link the camp more to the surrounding coastal environment and provide more consistent building colours around key themes. Key elements will be linking the service offer to the product reconfiguration so that the camp can add more value to the visitor experience.
- Each camp needs to have contract conditions that allow it to respond to the market and innovate as required.
- Key question is the level of integration of the camps in the market and their Unique Selling Points (USP), eg, Brook – associated with the sanctuary; Tahunanui scale family – beach; Maitai – budget and mountain biking and the valley.

Additional information on Tahuna Beach Holiday Park was received on 9 September 2015 as an addendum to a survey response, including consideration of how the campground benefits the local and regional economy and community. This is transcribed as follows:

Addendum to survey from General Manager Tahuna Beach Kiwi Holiday Park & Motel

The Tahuna Beach Holiday Park is a Nelson institution in its own right. We are celebrating the 90th anniversary of the Park next year which is spectacular, being immensely popular with the public from all walks of life for so many years.

The Park consists of 54 acres with 850 sites and a considerable amount of permanent buildings including 100 relocatable home sites. The most diverse accommodation and camping facility in the region and the largest holiday park in New Zealand.

The Parks year round operations attract visitors from all over New Zealand and a growing number of overseas countries, helping to inject more than \$20,000,000 into the local and regional economy annually.

The Park employs up to 50 people in the peak season and has a year round payroll of 26 FTE's. The off peak season is particularly busy with sports and school groups, having the ability to accommodate them all on one site. We also support the apple industry being able to house work groups from the Pacific Islands.

The Park boasts 89 accommodation units; basic cabins, kitchen cabins, self-contained studio units, classic motel, apartment motel and easy access motel units and the Park House accommodating up to 400 people. Together with the 850 camping sites, averaging 3 people per site and the 100 relocatable home sites, housing 170 people, we accommodate over 3000 people at any one time. We also accommodate 2 self-contained cottages for the Nelson Emergency Housing Trust, supplying temporary shelter for people in difficult situations.

There are 7 amenity buildings scattered through the Park with kitchen, lounge and bathroom facilities as well as laundry facilities. Barbecue and playground facilities are also found at

these locations. There is a central recreation zone with an 18 hole mini golf course, playground with pedal carts and soon arriving mega jumping pillow. The Park also features sports grounds with beach volley ball court and soccer pitch, fitness trail and an amphitheatre with a stage. This area is used for annual community events such as car shows, caravan and boat shows, cyclocross events, Christmas variety programme etc. These events draw large crowds from the region.

The Park also has its very own function centre providing for conferences, weddings, meetings and family functions accommodating up to 400 people.

The holiday park would serve the community well in the event of a natural disaster, having the ability to accommodate many people in such an event.

The vision for the holiday park is to bring it to holiday resort status. With the socio-demographics of holiday makers changing and camping or “glamping” becoming more and more popular, the design and style of the holiday park needs to be re-vitalised to what the holiday maker requires in the 21st century. A concept design Master Plan has been developed for the developments. The Master Plan incorporates development of the Taste Tasman cycle trail around the estuary boundary of the park with provision for food, coffee and bathroom facilities, cycle hire, storage and repairs. Excessive landscaping throughout the Park, uniform look through a new colour scheme, upgrade or replacement of amenity blocks. Build of a new reception and porte cochere, increasing the size of the recreation precinct adding more options of resort fun facilities. Adding a café and resort store. Adding a Park walk connecting one end of the park to the other, which will become the main axis of the park and many more novelties that will increase our service, meet our customer expectations and further increase our visitor numbers.

There is a definite need and place for Tahuna Beach Kiwi Holiday Park & Motel as a key community asset. Tahuna Beach Camp Inc. is prepared to make all improvements to the holiday park and maintain it to a high standard for all its visitors. Council could assist by helping fund the revitalisation plans by sourcing funding avenues available for such community projects.

Yours sincerely,

Marcel Fekkes, General Manager

3.3 Lynda Keene, Nelson Tasman Tourism

Information and advice was provided by Lynda Keene, Chief Executive Officer of Nelson Tasman Tourism (16 July, 2015), including statistics and insights into marketing aspects specific to Nelson campgrounds. Key aspects are paraphrased below:

- Tahunanui Holiday Park and Function Centre is a member of Nelson Tasman Tourism's Convention and Domestic Marketing Group and raises its profile through these activities.
- The other Council-owned parks or camping grounds are not part of a national agency, which is a disadvantage due to limited marketing leverage and market intelligence.
- On the Nelson Tasman regional website, not all Nelson holiday parks/camping grounds are listed, even when there has been a free listing.⁹ The Brook has been listed but there is no direct website. This is an issue that has been highlighted by Nelson Tasman Tourism to Council; that none of the Council facilities have independent websites and most facilities

⁹ Refer <http://www.nelsonnz.com/Accommodation/Holiday-Parks.html>

direct to the main Council website. For general users of the website searching for accommodation, this is confusing and an inducement to click off.

4.0 COMMUNITY SURVEY RESULTS

An online community survey was developed in collaboration with Council staff to help assess local perceptions of the benefits and issues relating to campgrounds. The link to this survey was promoted widely through local networks (for example to sports, recreation and services clubs), supported by communications such as NCC community news. This was supplemented by a survey of semi-permanent residents. The survey resulted in 127 responses in total, including 118 from people who stayed in one or more of the three campgrounds during the past five years, of whom around one-quarter were long-term visitors or semi-permanent residents.

Of the total respondents, around 40% were from the Nelson-Tasman and Marlborough area, 25% from Christchurch and the remainder predominantly from other parts of New Zealand. There was around a 50:50 mix of male and female respondents. Very few younger people responded to the survey, with almost all being aged 40 years or older and around half who were aged 60-plus. More than half of the respondents who had visited Nelson campgrounds in the past five years had visited more than once during this period.

The survey results are summarised as follows:

- 89% of respondents had stayed at Tahuna Beach during the past five years, 10% at Brook Valley and 4% at Maitai Valley (including people who stayed at more than one of the campgrounds during this period).
- Affordability and location were the main reasons people chose to stay at these campgrounds. Good location being the predominant reason for respondents who stayed at Tahuna Beach. Other reasons for the Maitai Valley included that it allows dogs, and for the Brook Valley that it has a 'rural feel' but is close to the city.
- Overall ratings of various aspects of Nelson's campgrounds revealed that the highest levels of satisfaction were in relation to staff friendliness (92% good or excellent), followed by reception area (81%), motel/cabin/unit stayed in (80%), website information (80%), appearance and atmosphere (79%), car parking facilities (79%) and overall camp tidiness and appearance (79%). The lowest levels of satisfaction overall were with laundry facilities (11% below average or poor), ablution facilities (9%) and kitchen facilities (9%).
- When asked to rate their overall satisfaction with their experience at the campground, 84% gave a satisfaction score of 7 or more out of 10. This indicates a relatively high level of overall satisfaction.
- Asked what benefits they believe campgrounds bring to Nelson, the main perceived benefits agreed by respondents were affordable accommodation (82%), allowing Nelson to cater for the large number of visitors over the summer period (73%), providing a range of accommodation options (64%) and a good range of facilities and service in one place (63%). A lower proportion ticked the boxes for economic benefits (50%) and employment opportunities (41%), indicating these were seen as secondary benefits.
- Respondents were asked to comment on what factors Nelson City Council should consider around the future of campgrounds in Nelson. The most frequent comments were clustered mainly around: working with motor camp operators to ensure that they are supported (25%); funding tourism promotions to assist motor camp marketing and investment (18%); owning and leasing out motor camps (17%) and 'keep campgrounds' (10%); affordability for campers (12%); and providing regulations/policies on how motor camps should operate (10%).

- When asked what should be done to improve the campgrounds in Nelson, with the most frequent suggestions related to upgrading facilities (13%), maintenance issues (12%) and additional facilities/improvements (for example, better/more recycling facilities, improved ablution blocks, new playgrounds, swimming pool) (7%). Other suggestions related campground management (8%) and cleanliness (7%).

For further details about the survey results, refer to the Appendix at the back of this report.

5.0 SUMMARY AND RECOMMENDATIONS

This report presented the results of Stage One of a review of the ownership and management model for campgrounds in the Nelson City area in order to:

- understand and document the existing structure for the ownership and management of campgrounds in Nelson City;
- analyse the benefits to Council and the community from the provision of campgrounds and report on whether these benefits are being realised; and
- recommend changes to improve the effectiveness, efficiency and benefits realisation for Council and the community from ownership and management of campgrounds in Nelson City, taking into account future demands and trends.

5.1 Situational analysis

Motor camps play a key role in the Nelson visitor industry because of their relatively large capacity and ability to flex this capacity in accordance with the seasonal requirements of the tourism industry. This however provides a number of challenges including:

1. **Seasonality** – There are fixed costs that are required to be met while the camp trades over the low off-season period. Two strategies that can both be pursued are to (a) reduce costs to align with activity (eg, close units and sites), reduce staff and/or use this time for site upgrades so as to lessen any impacts on visitors; and (b) reduce demand seasonality through ensuring repeat business such as targeting markets that have a potential need for the services. Each campground in Nelson has a unique selling point that it can leverage:
 - Tahuna Beach – beach, fishing, boating, scale, onsite activities, access to national and local cycleways.
 - Maitai Valley – golf, mountain biking, walking and running, affordable accommodation.
 - Brook Valley – environmental sanctuary, walking tracks and mountain biking, access to city.

There will also be specific aspects of markets for each camp such as the ability to cater for larger groups in a lower cost environment, provide options around self-catering food, and specific domestic and international market segments such as the campervan market.
2. **Reliance on accommodation income** – Campgrounds can diversify their income into other products including earning commissions by selling other tourism products in the region. This involves working with service providers and taking a share of sales.
3. **Longer-term accommodation** – Motor camps in many communities have a key role in providing accommodation to seasonal and other workers and those seeking longer term accommodation. In a community setting, they also provide an important choice around short-

term social housing options and assist in providing a stable revenue flow for operators during off-season periods. In the structure/layout of a camp they also provide an opportunity to more specifically develop facilities appropriate to these groups and to operationally align services to the customer requirements.

5.2 Features and management of Council-owned campgrounds

All of the campground sites considered in this review are owned by Council, but their characteristics, scale and management are different.

Tahuna Beach Holiday Park is a large, sought-after summer destination for domestic and international tourists. The land and buildings are commercially leased from the Council by Tahuna Beach Camp Incorporated. There are generally around 26 staff including office workers, cleaners, grounds and maintenance staff, plus student workers over the summer months. There is low staff turnover and the Beach Camp society donates to local sports clubs, charities and schools. The Beach Camp is a more than \$2 million per year business.

Maitai Valley Motor Camp is located on Council freehold title held for recreation purposes and leased to a private company. Maitai Valley is the most affordable campground in Nelson and provides affordable campsites as a requirement of its lease. The operator is in year two of a seven year lease and is seeking to position the camp to respond to market opportunities.

Brook Valley Holiday Park is owned and also currently operated by Council as there is no lessee. Council took over operational management in 2010/11 following expiry of a prior lease. This change was underpinned by declining patronage at the Brook Valley motor camp, aging infrastructure and uncertainty over development plans for the adjacent environmental reserve. Little investment or promotion of the campground has since been undertaken, pending decisions on preferred uses of the area. Upon adoption, the Draft Brook Recreation Reserve Management Plan will establish a long term vision and subsequent approach to reserve management. There is a strong community expectation that camping (and residential camping) will continue at the site.

Table 2: Summary of characteristics, scale and management

Campground	Lessee	Annual net cost/ contribution to rates (approximate only, for a 'typical' year)	Scale (approx.) and features
Tahuna Beach	Tahuna Beach Camp Inc.	\$180,000 contribution to rates	200,000 visitors pa; 25+ staff; central location; coastal parkland setting; sought-after summer destination
Maitai Valley	Kevrol Ltd (Carol Wood)	-\$10,000 cost to ratepayers	10,000 visitors pa; 2-3 staff; bush-like setting; affordable camping
Brook Valley	Nil (currently Council-managed)	-\$150,000 cost to ratepayers (plus capex)	native bush setting; development potential with new Reserve Management Plan

5.3 Council and community benefits from campgrounds provision

Councils in New Zealand are involved in supporting economic development due to the presence of some attributes of a public good and hence the potential for under-provision (Dalziel and Saunders, 2004).¹⁰ Councils also choose to maintain ownership of strategic assets as may be deemed necessary to achieve or promote outcomes important to the well-being of the community.

Nelson City Council's support for campgrounds is primarily driven by a desire for increased visitor numbers and expenditure in the region. The campground business model has been demonstrated by Tahuna Beach Camp to be effective and efficient. Through appropriate business planning and a public-private partnership approach, there is a desire to replicate this success on other sites to the extent possible.

Motor camps are not specifically listed as 'strategic assets' within Council's Significance and Engagement Policy; however community housing is (as a legislative requirement).¹¹ Council's role of campground provision is partly connected with its obligations to support affordable housing in the community. This may be considered a secondary purpose for supporting campgrounds, but is nonetheless a key purpose. Council's ongoing support for the Maitai Valley and Brook Valley campgrounds signals a recognition of this role, in parallel with Council's support for tourism promotion and infrastructure.

Council's support to date of the Brook Valley campground goes beyond short-term commercial considerations. It also recognises the expressed and implicit community value that exists for the site in terms of its natural environment and history. There is substantial potential to develop the site within the context of a comprehensive development plan for the area (including the Brook Waimarama Sanctuary, Brook Conservation Education Centre, and proposed developments such as gondola, cycle hire and a ropes course).

5.4 Options to improve effectiveness, efficiency and benefits realisation

Results from this review have indicated that Tahuna Beach Holiday Park is an effective and efficient campground which serves as an exemplar to other motor camps and holiday parks in the region. It is professionally run and financially sustainable, with effective planning and marketing.

Maitai Valley Motor Camp operates on a smaller scale and has differentiated itself as an affordable, family friendly and pet-friendly location. The campground is effectively run in relation to its level of resourcing. There is potential to incrementally improve its marketing and operations, particularly by working with Nelson Tasman Tourism to assist with knowledge on marketing and market intelligence, including an effective profile on the Nelson Tasman regional website.

Brook Valley Holiday Park has the greatest potential for development and benefits realisation. Planning has been on hold for an extended period, pending finalisation of the Reserve Management Plan for the area. Following the adoption of a long-term vision for the Brook Valley, Council should prioritise a feasibility and business planning process for the campground with a view to a commercial partnership through a lease tendering process. There is pre-existing interest from different parties to secure a lease to manage the campground. Council should select a successful tenderer on the basis of their experience, track record, capital resourcing and commitment to realising the agreed vision for the site. In parallel, Council will need to make decisions around funding redevelopment costs as may

¹⁰ Dalziel, P. and Saunders, C. (2004) 'Regional economic development planning in New Zealand: Who owns it?' presented to the Australia and New Zealand Regional Science Association International (ANZSRAI) Conference, Wollongong, New South Wales, Sept-Oct 2004.

¹¹ Refer page 7 of <http://nelson.govt.nz/assets/2025/Significance-and-Engagement-Policy.pdf>. The Local Government Act 2002 specifies that the list of 'strategic assets' will include any land or building owned by the local authority and required to maintain its capacity to provide affordable housing as part of its social policy.

be required. All aspects of the operation need to be carefully planned and implemented, including pricing, marketing and promotion.

5.5 Alignment with community outcomes and Nelson 2060 vision

This report has been developed on the assumption that Council will retain ownership of all three camps but that management should ideally be undertaken through operational lease arrangements. Campgrounds are not specifically listed as 'strategic assets' within Council's Significance and Engagement Policy. However, public feedback indicates that campgrounds provision is seen as an important function of Council, including the role of campgrounds in providing affordable housing options. This approach is also aligned with regional community outcomes and the Nelson 2060 Strategy.

Community outcomes

Prior to its amendment in 2010, Councils were required under the Local Government Act 2002 to identify community outcomes through a consultation process. Following the amendment, some councils have continued to see value in identifying and affirming a clear statement of outcomes they working to achieve in meeting the current and future needs of their community.

In 2014 Nelson City Council and Tasman District Council were involved in a process to identify a set of shared regional outcomes.¹² Community outcome statements that are aligned with the provision of campgrounds include:

- We treasure, protect and restore the special places, landscapes, native species and natural ecosystems of Nelson.
- Nelson is a place where everyone can enjoy the natural environment while it is protected for the future.
- We think and plan regionally and act locally within that context.
- There is a full range of affordable, healthy, attractive and energy-efficient housing and community facilities with more intensification in urban areas and a clear urban/rural boundary.
- We are a tolerant, supportive and diverse community.
- We take pride in the warm welcome we give to visitors and new arrivals (manaakitanga).
- We celebrate and acknowledge our heritage and our history and how that contributes to our distinctive identity.
- We value and support those things that make Nelson special and unique – our Māori history, our people, art and crafts, the café culture, the outdoors, local food and wines, boutique shops and the relaxed atmosphere.
- We have high quality and accessible recreation, education, health and community facilities.
- We are a business-friendly region, and economic activity is sensitive to the environment, heritage and people of Nelson.
- Small, locally-owned businesses are an essential part of the community and central city.
- We encourage appropriate new investment into our community.

¹² Refer <http://nelson.govt.nz/council/council-structure/community-goals-for-nelson-whakatu/community-outcomes-3/>

Nelson 2060

The Nelson 2060 Strategy was adopted by Council in June 2013. The strategy sets out a community-led vision for Nelson in 2060, ten 10 goals to achieve that vision and ways to measure progress:

'Nelson 2060 is an inclusive city, with a diverse range of residents who can connect easily to each other and to the beautiful place we call home. Our inclusive leadership style supports our unique approach to living, which is boldly creative, ecologically exemplary, socially balanced and economically prosperous'.

The continued provision of campgrounds is consistent with the key themes of Nelson 2060:

- A sustainable city of beauty and connectivity
- Outstanding lifestyles, immersed in nature and strong communities
- A strong economy, built on knowledge and understanding
- Successful partnerships providing good leadership.

5.6 Recommendations

The following recommendations have been developed on the assumption that Council will retain ownership of all three camps but that management should ideally be undertaken through operational lease arrangements. Council ownership will enable Council to ensure that its strategic objectives can be realised alongside the fact that the campgrounds are located on reserve land. Leasing the motor camps will enable each of these to respond to market changes. However there are a number of considerations that Council will need to work through with the lease holders such as:

6. Ensuring that the development plans are aligned with Council's strategic objectives and meet requirements around reserve management, planning and development.
7. Ensuring security of tenure for any leaseholders relative to development plans to provide more security for investment that may be required.
8. Ensuring access to capital for development plans and whether this is something Council wishes to have any involvement in or it will be the prerogative of the camp leaseholders.
9. Having explicit understandings where risk in the future camp developments fall This is critical given the range of options that Council and the leaseholders have in any future arrangements
10. Understanding how ongoing "market trading value" can be realised for each of the campgrounds through working more closely with the regional tourism organisation, understanding how each campground is differentiated in the market and where opportunities for further growth may be realised.

Economic benefits from continued Council ownership and lease arrangements for campground activities should lead to increasing ratepayer benefits over time.

Table 3: Recommendations

No.	Recommendations	Timeframes
5.	Council should explicitly identify all strategic requirements around the provision of campgrounds and prioritise these so that in entering any future negotiations with operators it is clear around the outcomes/benefits that it wishes to realise. As part of this process it needs to consider matters such as the extent of community (eg, temporary accommodation, reserve objectives) and commercial outcomes (eg, lease revenues, return on any investment) it seeks to realise alongside capital requirements for future campground developments and any risk it wishes to be exposed to as part of this process.	2016
6.	Encourage each campground and in particular Matai Valley Motor Camp to work with Nelson Tasman Tourism to plan for improved marketing and operations, including revamping websites and online booking processes. Whilst there will be client base overlap in terms of motor camp markets, each campground's service offering should be tailored to focus on its unique selling points, for example: <ul style="list-style-type: none"> Tahuna Beach Holiday Park – coastal parkland setting, access to beach, estuary and cycle trail. Maitai Valley Motor Camp – bush-like setting, mountain biking, walking. Brook Valley Holiday Park – native bush setting, wildlife sanctuary. 	2016
7.	Encourage each campground to review its development plans to ensure they will optimise facility and service development around target markets. Specific identified development opportunities are: <ul style="list-style-type: none"> Tahuna Beach Holiday Park – Ensure concept design Revitalisation Master Plan is aligned with Council urban development plans to optimise visitor market opportunities for Nelson. Maitai Valley Motor Camp – Consider development of additional cabins to de-seasonalise visitor flows and provide additional options for visitors. Brook Valley Holiday Park – Review long term accommodation and facilities – commission a pre-feasibility plan for redevelopment of the Brook Valley Holiday Park in the context of the new Reserve Management Plan, including consideration of co-investment (public-private partnership) options. <p>Note that results from the Community Survey done as part of this review provide useful guidance for consideration of plans for facility upgrades, addressing maintenance issues and other improvements.</p>	2016
8.	Prior to the renewal of each Council lease, review their terms and conditions to ensure they take into consideration current market practice, create an incentive for operators to perform well and achieve higher returns, and also take into account estimated social and economic benefits to the local community. The lease and its conditions should to ensure that: <ul style="list-style-type: none"> the entity running the grounds has an appropriate governance structure and demonstrated track-record in responding to market opportunities lease rates reflect market conditions as appropriate (these will differ for each campground in accordance with context and scale) conditions are fully specified (e.g. conditions in relation to signing off on capital development proposals) there is clarity around who provides capital for development, and around ownership of the resulting assets operational performance expectations are fully specified through lease obligations Council's position on lending money to lessees is fully specified in the lease. 	As per terms of leases

APPENDIX 1: CONTRIBUTORS

The reviewers would like to thank the following for contributing information and assistance:

- Chris Ward – NCC Group Manager Community Services
- Sophie Abbott – NCC Executive Assistant
- Marcel Fekkes – Manager, Tahuna Beach Holiday Park
- Carol Wood – Director, Maitai Valley Motor Camp
- Lynda Keene – Chief Executive Officer, Nelson Tasman Tourism
- Survey respondents, including semi-permanent campground residents
- Councillors who provided input through surveys and interviews.

APPENDIX 2: COUNCIL INCOME AND EXPENDITURE ON MOTOR CAMPS

The following financial information was compiled by Council (as at 23 February 2016).

Camp	Total Income	Total Operating Expenses	Depreciation - included in total expenses but not funded	Total Capex	Net cost/contribution to rates
Tahuna					
2012/13	282,305	256,997	153,539	109,274	-178,846
2013/14	275,927	274,885	153,575	5,460	-154,617
2014/15	276,310	264,457	146,007	0	-157,861
Maitai					
2012/13	12,110	50,000	4,728	6,376	33,161
2013/14	13,013	30,900	4,810	5,332	13,076
2014/15	5,021	20,093	4,810	0	10,261
Brook					
2012/13	259,574	423,627	0	12,000	164,053
2013/14	227,621	327,912	0	0	100,291
2014/15	132,055	319,487	7,182	38,518	180,250

APPENDIX 3: NELSON CITY COUNCIL STRATEGIC DOCUMENTS REVIEW

Source: <http://nelson.govt.nz/council/plans-strategies-policies>

Annual Report 2013/14

- Page 55 – Council's community facilities include: Motor camps in Tahunanui, the Brook and Maitai Valley.
- Page 151 – Tahunanui Beach Holiday Park assets are insured to a value of \$17,612,700

Annual Plan 2014/15

- Page 46 – 2014/15 Annual Plan Variances against Long Term Plan: There is a reduction in income of \$128k relating to the scaling down of operations at the Brook Holiday Camp.
- Summary of capital expenditure:

Project	Annual Plan 2013/14 (\$000)	Long-term Plan 2014/15 (\$000)	Annual Plan 2014/15 (\$000)	Difference from LTP 2014/15 (\$000)
Maitai Camp				
Projects under \$100,000			35	35
Brook Camp				
Projects under \$100,000	12	12	11	(1)

Long Term Plan 2015/25 Consultation Document

No mention of campgrounds.

Significance and Engagement Policy

No mention of campgrounds (but community housing listed as a legislative requirement).

APPENDIX 4: COMMERCIAL ACCOMMODATION TRENDS

Source: derived from <http://www.nelsonnz.com/Industry-Support/research-a-data.html>

Links to visitor industry information are provided on-line through nelsonnz.com, hosted by Nelson Tasman Tourism. The reviewers have analysed relevant data in relation to campgrounds as follows.

Commercial Accommodation Monitor

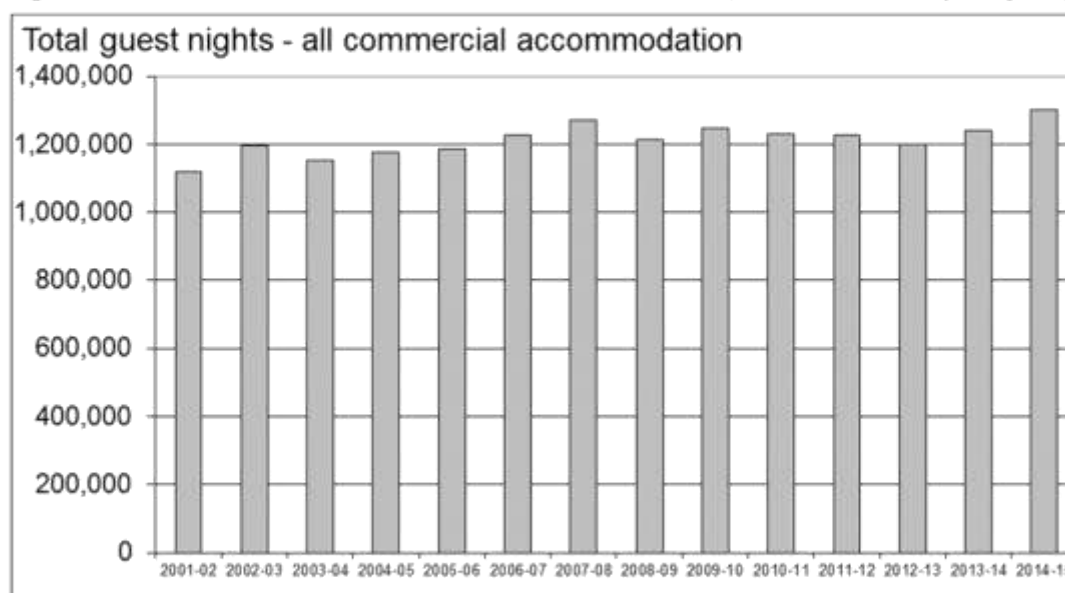
The Commercial Accommodation Monitor (CAM) is a monthly survey by Statistics New Zealand and sponsored by regional tourism organisations. The objective is to provide key information about the accommodation industry that is comprehensive and impartial. Data is provided in drill-down pivot tables by Regional Tourism Organisation (RTO) area and by Territorial Local Authority (TLA) area. The Nelson Tasman RTO area encompasses Nelson City and the Tasman Region. Long-term trends show a slump in guest activity following the 2007-08 global financial crisis, followed by a slow recovery culminating in record highs by 2014-15. Extension information about Nelson Tasman's visitor profile is available from Nelson Tasman Tourism.

Figure 3: Nelson Tasman RTO and Nelson City TLA



Sources: <http://www.rtonz.org.nz/rto-location-map.html>; <http://www.lgnz.co.nz/assets/South-Island-PNG.PNG>

Figure 4: Commercial accommodation trends in Nelson Tasman RTO, 2001-02 to 2014-15 (June years)



Source: All data from CAM regional pivot tables except 2014-15 full-year estimate from Nelson Tasman Tourism.

At the RTO level (but not the TLA level), the CAM is broken down by accommodation type 'holiday parks'. This incorporates both caravan parks and camp grounds. Some holiday parks also provide secondary accommodation such as cabins, tourist flats and backpacker style accommodation.

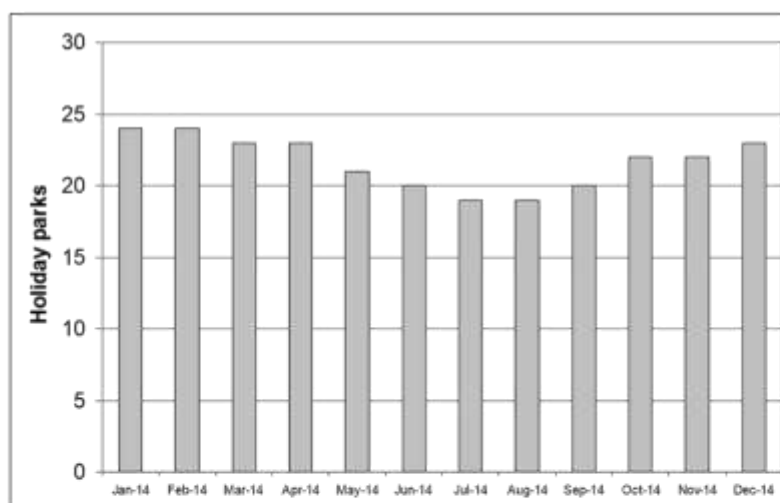
- Caravan parks provide powered sites for caravans and campervans with shared toilet, shower and laundry facilities.
- Camping grounds predominantly provide sites for campers and include commercial camping grounds as well as national parks where a site charge is levied.

The holiday parks referred to in the CAM are those that are GST registered and with a turnover of over \$30,000 per annum. It is estimated that 10% of guest nights spent in small holiday parks are not covered by these statistics.¹³ Also excluded are establishments that are temporarily closed for more than 14 days during a month and those primarily offering accommodation for periods of one month or more.

According to CAM data:

- At the Nelson Tasman RTO level, the number of holiday parks increased from 19 in 2001 to around 24 from 2012.
- In addition to this long-run upward trend, there is a seasonal component to holiday park numbers and monthly capacity (stay-unit nights available) in the CAM time series, with the number of holiday parks and total capacity in the peak summer season (Dec-Feb) being higher than the off-season (Jun-Aug). Occupancy rates peak at around 50% in January and drops to around 5% in the off-season.

Figure 5: Holiday park numbers in the Nelson Tasman RTO area



¹³ Refer www.med.govt.nz/sectors-industries/tourism/pdf-docs-library/tourism-research-and-data/other-research-and-reports/tourism-sector-profiles/accommodation-profile/holidayparksectormay2010.pdf

Figure 6: Holiday park monthly capacity (stay-unit nights available) in the Nelson Tasman RTO area

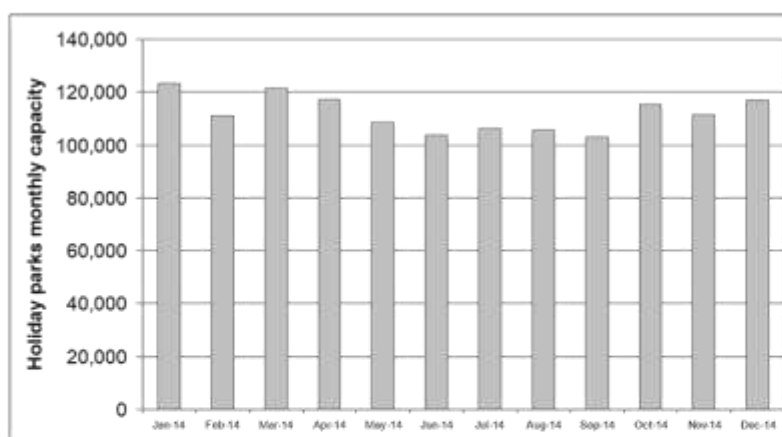
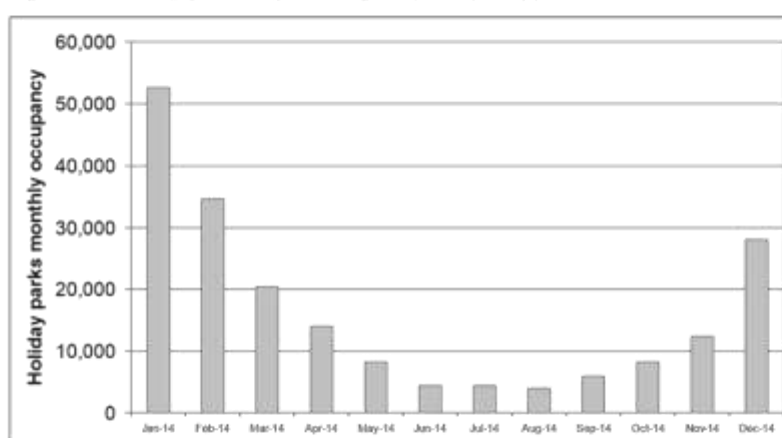


Figure 7: Holiday park stay-unit nights (occupancy) in the Nelson Tasman RTO area



- The total number of guest nights per annum in holiday parks in Nelson Tasman grew by approximately 10% over the period 2004 to 2012, followed by a slump back to 2009 activity levels.
- At the Nelson City level, for all accommodation types:
 - The number of accommodation establishments (hotels, motels, backpackers and holiday parks) increased from 64 in January 2003 to a peak of 81 in January 2011. As at March 2015 there were 73 accommodation establishments in Nelson.
 - Average length of stay has been fairly stable over time, at around two nights per stay. Average length of stay peaks in the summer months and also in the off-season for those that visit.
 - The occupancy rate for all accommodation types in Nelson ranges from around 50% in the peak season to 25% in the off-season.

Holiday Park Sector Profile

According to a 2010 Ministry of Economic Development profile of the holiday park sector in New Zealand:¹⁴

- Holiday parks make up around 36% of total accommodation capacity.
- The majority of holiday parks have more than 100 sites.
- A large proportion of holiday parks are run by self-employed operators with no employees (37%) or were small with 1-5 employees (35%).
- Nelson Tasman has around 8% of the total guest nights in holiday parks in New Zealand (third behind Canterbury and Northland).
- Most holiday park visitors stay an average of 2.1 nights.
- International holiday park visitors to New Zealand are predominantly from Australia (36%), the UK (19%), German (9%), the US (7%) and Canada (3%).
- Visitors who stayed in holiday parks were mainly holiday travellers.
- In 2009, international visitors who stayed in holiday parks spent an average of \$112 per night on their trip. International visitors who stayed in hotels and motels spent more on average per person, and backpackers spent less.

¹⁴ Refer www.med.govt.nz/sectors-industries/tourism/pdf-docs-library/tourism-research-and-data/other-research-and-reports/tourism-sector-profiles/accommodation-profile/holidayparksectormay2010.pdf

APPENDIX 5: VALUE OF NEW ZEALAND'S HOLIDAY PARK SECTOR

Source: <http://tourism2025.org.nz/assets/Uploads/Holiday-Park-expenditure-summary.pdf>

The following information is from an April 2015 profile prepared by Angus & Associates for the Holiday Accommodation Parks Association of New Zealand.

Value of the Holiday Park Sector

During the peak season, visitors spend an estimated average of around \$154 per night while staying in Holiday Parks (\$130 for domestic visitors and \$185 for international visitors).

While staying at Holiday Parks, the contribution of visitors in terms of direct expenditure to New Zealand's economy may be almost \$1 billion annually.¹⁵ Approximately \$594 million, or 59% of this expenditure, is attributable to domestic visitors, and \$405 million, or 41%, to international visitors. Expenditure by international visitors contributes directly to New Zealand's export earnings.

The table below shows how the expenditure of holiday park visitors is distributed amongst various types of businesses within host communities. Around 23% of holiday park visitor spend can be attributed to accommodation costs, with the remainder spent on other activities/admission fees, groceries/snacks and petrol/fuel.

Table 4: Estimated distribution of holiday park visitor spend in New Zealand

Category of Expenditure	Distribution of Spend Holiday Park Visitors (Dec to Feb)
Accommodation	23%
Groceries/snacks	16%
Transport	9%
Activities/admission fees	19%
Cafés/restaurants	10%
Petrol/fuel	13%
Bars/nightclubs/alcohol	2%
Other shopping	9%
Total	100%

Source: Angus & Associates/ Holiday Accommodation Parks Association of NZ, April 2015.

High value visitors to holiday parks include campervan travellers who spend an average of \$189 per person per day, and those staying in built accommodation who spend an average of \$173 per day. Campervan travellers report higher than average spending on activities/admission fees and transport costs, and unsurprisingly, visitors using built accommodation spend more than average on accommodation.

In considering the value of the holiday park sector, it is also important to acknowledge the economic contribution made to the host region/community by the holiday park as a business entity. For example, the employment of staff, purchase of supplies, facility maintenance, and other marketing and professional services fees. The stimulation of other (indirect) expenditure should also be taken into account.

¹⁵ Based on extrapolating average daily expenditure for domestic and international visitors recorded by Angus & Associates over the December 2014 to February 2015 season to all domestic and international Holiday Park guest nights for the year ending February 2015 (from Statistics New Zealand Accommodation Survey guest origin data) the total is \$999 million.

APPENDIX 6: OTHER CITY COUNCILS' INVOLVEMENT IN CAMPGROUNDS

The following question was posed by NCC staff in February 2016:

- 'What level of investment do other Councils make in campgrounds? What returns do they get?'

In response to this question, the following table has been rapidly compiled from a keyword search for 'camp' (and occasionally 'holiday') with the online Annual Report information for other city councils in New Zealand. Links to council websites were sourced through www.localcouncils.govt.nz. Note that:

- (a) None of the regional councils are involved in campgrounds provision but are involved in regional parks management; and
- (b) A search has not been undertaken of district councils provision at this stage and may identify the involvement of some district councils in campgrounds provision.

City councils	Annual Report information on campgrounds
Auckland Council	P 122 (Key achievements for regional parks and farms): 'Tawharanui Regional Park, Albert Park and Whangateau Holiday Park won 2015 Trip Advisor certificates of excellence for their natural beauty, tranquillity, quality of facilities, and activities such as camping and kayaking'. Further information: www.whangateauholidaypark.co.nz/ – 'Whangateau Holiday Park is a tranquil award-winning waterfront campground ideal for family holidays in a tent or caravan, or as a restful stopover on your campervan or motor home adventure on the Twin Coast Discovery Highway.... Proudly operated by the Auckland Council'. [1 hour's drive north of central Auckland] P. 243 (Local parks services – local board – Waitakere ranges): 'The major spend on the capital projects was on the upgrade to the Piha Domain toilet and camp ablution block completed in October 2014'. Financial statements: No specific mention of a camp ground or holiday park.
Hamilton City Council	Nil
Hutt City Council	P. 134 (Capital expenditure): Marine Parade Freedom Camping Carpark (\$32,000).
Napier City Council	Nil
Palmerston North City Council	P. 119 (Commercial or strategic investments): 'The priority for the Holiday Park this year was around finalising plans and beginning work on the new cabin that is being constructed by UCOL Trades students as part of a partnership arrangement with them. Work will continue through the next three months and it is hoped that the cabin will be installed in early summer. In addition the external electrical supply for the motorhome sites and tent sites were upgraded to current standards. Design work was completed for a planned upgrade of the ablution facilities in 2015/16 and a future carpark upgrade near the tourist flats.' P. 121 (Significant capital projects): Holiday Park upgrade of facilities (\$102,000). Further information: www.palmerstonnorthholidaypark.co.nz/ – 'Because the Palmerston North Holiday Park is the only holiday park in the area we can offer you very competitive

City councils	Annual Report information on campgrounds
	pricing and due to our large space are able to accommodate large groups of people and have regular availability. Our 75 powered camper's sites are perfect for families of all sizes and our excellent service will make sure your stay is something to remember.... Palmerston North Holiday Park has been run by Sue and Pete for nearly 20 years.'
Porirua City Council	Nil
Tauranga City Council	P. 84 (Levels of service): 'Provision of campsites and cabins – Council provides 229 campsites and 7 cabins and 11 onsite caravans at the Beachside Holiday Park.' Further information: http://www.mountbeachside.co.nz/ – 'The Mount Maunganui Beachside Holiday Park offers true beachfront accommodation right at the base of Mount Maunganui (Mauao) or 'The Mount' as the locals call it...' P. 79 (Open space): 'Number of vehicles that enter McLaren Falls Park.... Visitor numbers have continued to increase along with the number of people camping.' Further information: www.tauranga.govt.nz/facilities/parks-reserves/parks-in-your-area/mclaren-falls-park.aspx – 'Ten minutes drive out of Tauranga City is McLaren Falls Park, 190 hectares of pastoral and horticultural parkland set alongside Lake McLaren. The park is popular for camping, fishing, kayaking, wedding photos, picnics, bush walks and summertime concerts'.
Upper Hutt City Council	Nil
Wellington City Council	Nil
Christchurch City Council	Nil
Dunedin City Council	Nil
Invercargill City Council	Nil

APPENDIX 7: INITIAL CONTACT WITH CAMPGROUND OWNERS

On 10 June 2015 the reviewers made an initial visit to each of the Nelson campgrounds and also met separately with NCC staff. Below is an introductory email sent to each of the three campgrounds by the consultants prior to the visit.

From: deryck.shaw@apr.co.nz

Sent: Tuesday, 9 June 2015 3:22 p.m.

To: <CAMPGROUND OWNER/MANAGER>.

Subject: FW: Nelson Campgrounds Review

You may be aware that we have been engaged by Nelson City Council to undertake a review of the Brook, Maitai and Tahunanui campgrounds in Nelson.

The focus of the review is to:

- understand and document the existing structure for the ownership and management of campgrounds in Nelson City;
- analyse the benefits to Council and the community from the provision of campgrounds and report on whether these benefits are being realised; and
- recommend changes to improve the effectiveness, efficiency and benefits realisation for Council and the community from ownership and management of campgrounds in Nelson City, taking into account future demands and trends.

Our first process is to make contact with each of you and outline the process and the way in which we will work.

We have set out some draft information requirements for each campground below and have provided a backdrop to the work that we are undertaking.

If possible I would like to meet with you tomorrow sometime to have a brief look around your campground and get a high level view on the facility including key observations. I apologise for the short notice around this and would note that this is an early visit to understand the current environment.

Key matters I would like to discuss with you include:

- * Key contacts people.
- * What has been going particularly well for you over the past 2-3 years?
- * What has not been going so well? What have been key challenges and issues?
- * What are the key opportunities for the future?

In terms of additional information we are seeking in the next month:

- Any Business Plans (and Operational Plans if relevant).
- Overview table of facilities and services currently delivered, including overall activity.
- Financial information – at least 2-3 years historical information on annual surplus/deficit; key revenue sources; key expenditure categories; plus supporting copies of Financial Statements; any accompanying audit/review recommendations and a description of how these were responded to.

Please feel free to add any other areas you would like to discuss with us or other information that may be relevant to the project.

I have provided my full contact details below.

We look forward to meeting and working with each of you through this project.

Can you let me know a time that might suit tomorrow (Wednesday 10th)?

My apologies again for the short notice.

Kind regards

Deryck Shaw

Director

APR Consultants Ltd

APPENDIX 8: TAHUNA BEACH HOLIDAY PARK OVERVIEW

Tahunanui campground has and continues to be a sought after summer destination for Kiwi and international tourists, with approximately 200,000 visitors per annum.

Website information

Web address: <http://tahunabeachholidaypark.co.nz/>

Powered and unpowered sites for tents, caravans and motor homes. Affordable and comfortable options for budget travellers. Fully equipped self-contained accommodation for 1-9 people. Tahunu Beach Holiday Park has 850 campsites spread across 54 acres of parkland. These are located in four separate colour-coded zones, which means you can choose the area that has the features and facilities you want. White zone is great for families. Yellow zone is great for families and groups. Blue zone is great for families, active people and large groups. Green zone is perfect for those who want to get a little closer to nature. Each zone has its own communal kitchen, bathroom and laundry facilities – along with a recycling station.

Season	Minimum rate	Extra adults	Extra children (6-14 years of age)	Children aged 5 and under
Low 1 May - 30 Sept	\$18 pp/night	\$18 pp/night	\$10 pp/night	Free
High 1 Oct - 31 April	\$22 pp/night	\$22 pp/night	\$10 pp/night	Free
Peak 23 Dec - 11 Jan	\$44 per night*	\$22 pp/night	\$10 pp/night	Free

*Peak season rates – during this very busy time of the year a minimum charge of two adults per site applies.

Figure 8: Location of Tahunu Beach Holiday Park



Source: <https://www.google.com.au/maps/place/Tahunu+Beach+Holiday+Park+Nelson/@-41.283696,173.2839674,13z/data=!4m2!3m1!1s0x6d3b932d508777b0xae6195d8d6207d83>

About the camp

Source: <http://web.archive.org/web/20150121071739/http://www.tahunabeachholidaypark.co.nz/our-camp>

Did you know we are the biggest camp in the Southern Hemisphere? The camp has been here for over 80 years. The land and buildings are commercially leased from the Nelson City Council by an Incorporated Society. Through the year we generally have around 25 workers; office staff, cleaners, grounds & maintenance. Over summer we employ students to help out in all areas of the camp plus in the mini golf and go cart area. Most of the year round staff have been employed at the camp for many years. There is a very low staff turnover. We donate and sponsor to around 30 local sports clubs, charities and schools etc. every year.

AGM Minutes and financial statements for 2013-14

The following was derived from AGM information (including financial statements) provided by NCC for Tahuna Beach Holiday Park:

- Tahuna Beach Holiday Park is leased and operated by Tahuna Beach Camp (Incorporated). At the 24 September 2014 AGM, Mr Seddon Marshall was elected as President unopposed.
- Tatahi was the original name for Tahuna (the older area), while the newer area was named Tahunanui. Tahuna means sand dunes. The park has benefited from people with vision who purchased the beach for £300. A proactive board and quality staff are key elements in the park's success. The assets, both above and below ground, are of very significant value.
- The Manager reported that after three fairly flat years it is hope the next will improve. Completion on some projects will be dependent on summer income.
- Tahuna Beach Holiday Park brought \$19 million into the Nelson community, according to HAPNZ tourism statistics.
- Tahuna Beach Holiday Park sponsors sports/community groups and schools.
- Payments to Nelson City Council during the last nine years include:
 - \$1.727 million lease payments
 - \$525,000 interest
 - \$50,000 loan repayment
 - \$354,000 over and above minimum lease payments.
- Financial information for the year ended 30 June 2014 indicates:
 - Income maintained at around \$2.4 million.
 - Expenses include Council Levy of \$210,000 (compared to \$234,000 in 2012-13) plus interest on Council loan.
 - Net deficit of \$10,000 (and a net surplus of \$32,000 in 2012-13).
 - Total assets valued at \$540,000.
 - Term liability of \$1.145 million owing to Council as an unsecured loan. Interest charged at around 3.6%.¹⁶

¹⁶ Further information received from Council on 23 February 2016 gives an updated loan balance of \$1.226 million, with loan payments of \$84,000 per annum currently being made.

APPENDIX 9: MAITAI VALLEY MOTOR CAMP OVERVIEW

Website information

Web address: <http://www.maitaivmc.co.nz/>

Located just minutes from the city centre, we offer affordable camping in a bush-like setting with a variety of activities to suit your taste. Take a walk along the river, go mountain biking on the many trails in the surrounding hills, or take a dip in the nearby swimming hole. For only \$10 per person (non-powered), you can use our kitchen/toilets while camping under the stars amongst the beautiful native trees.

At the Maitai Valley Motor Camp, we offer both non-powered and powered camping sites, as well as cabins for rental. All include free use of our kitchen and toilets. With our a la carte options, we allow you the flexibility to customize your stay in a way that suits you.



Figure 9: Location of Maitai Valley Motor Camp



Source: <https://www.google.com.au/maps/place/Maitai+Valley+Motor+Camp/@-41.2858749,173.295249,13z/data=!4m2!3m1!1s0x6d3bec3282d76143:0xa6c1fba9753b9530>

Annual Report and financial statements for 2013-14

The following was derived from Annual Report information provided by NCC for Kevrol Limited (operator of the Maitai Valley Motor Camp) for the year ended 31 March 2014. The sole Director, Carol Wood lives on-site. Financial statements were also reviewed but are not reported here.

Kevrol Limited**Company Directory**

As At 31 March 2014

Nature of Business	Motor Camp
Business Location	472 Maitai Road Nelson
Registered Office	72 Trafalgar Street Nelson 7010
Director	C C Wood
Accountants	Crowe Horwath (NZ) Limited 72 Trafalgar Street Nelson 7010
Bankers	BNZ 226 Trafalgar Street Nelson
IRD Number	091-360-942
Tax Status	Qualifying Company
Incorporation Number	1571778
Solicitor	Rout Milner Fitchett 167 Hardy Street Nelson
Shareholder	C C Wood
	Total Ordinary Shares
	1,000
	1,000
Date of Incorporation	28 July 2005

APPENDIX 10: BROOK VALLEY HOLIDAY PARK OVERVIEW

Website information

Web address: <http://www.nelsonnz.com/Accommodation/Holiday-Parks/Brook-Valley-Holiday-Park.html>

Situated at the head of the Brook Valley in a native bush setting, with surrounding walking tracks. Dun Mountain cycleway/walkway.4.5 km from city centre.

Contact:	Diane & Harold Osbourne
Address:	Brook Street, Nelson
Location:	Nelson
Phone:	+64 3 548 0399
Fax:	+64 3 548 7582
Email:	email us
Price Range From:	NZD\$ \$17
Price Range To:	NZD\$ \$65

Figure 10: Location of Brook Valley Holiday Park



Source: <https://www.google.com.au/maps/place/Brook+Valley+Holiday+Park/@-41.2865059,173.2813527,13z/data=!4m2!3m1!1s0x6d3bec885b5a0ee50x7e938bd5b751214b>

APPENDIX 11: BROOK RECREATION RESERVE MANAGEMENT PLAN

Background

On 15 October 2015, Council resolved (CL/2015/082):

- THAT the report Adoption of the Brook Recreation Reserve Management Plan (R4142) and its attachments (A1436078 and A1438749) be received;
- AND THAT the Brook Recreation Reserve Management Plan, as amended by the Hearing Panel following consideration of submissions, be adopted in principle;
- AND THAT the vision be amended to 'The Brook Recreation Reserve serves as a centre for environmental education and conservation and as a destination for camping and outdoor recreation, including appropriately-scaled and complementary commercial recreation and tourism development';
- AND THAT the Chief Executive be delegated authority to proceed to stop the following two sections of formed legal road as shown on plan (A1438749);
- AND THAT the Chief Executive be delegated authority to Gazette the entire area covered by the Brook Recreation Reserve Management Plan, as shown on plan (A1438749), as a Local Purpose Reserve (Recreation); and the road reserve which extends into the Sanctuary lease area as Local Purpose Reserve (Wildlife Sanctuary), noting this will be subject to separate statutory processes under the Reserves Act 1977;
- AND THAT, once the Gazettal process is complete, a report be brought back to Council to enable the Brook Recreation Reserve Management Plan to take effect;
- AND THAT Officers prepare a Comprehensive Development Plan for the area covered by the Brook Recreation Reserve Management Plan.:

Vision and objectives

Section 7 of the Reserve Management Plan defines the Vision and a set of objectives and policies that will help achieve the Vision:

'The Brook Recreation Reserve serves as a centre for environmental education and conservation and as a destination for camping and outdoor recreation, including appropriately-scaled and complementary commercial recreation and tourism development'.

This option allows for the following main developments on the Reserve (subject to agreement on a comprehensive development plan):

- Facilities and services which support the activities of the Brook Waimarama Sanctuary,
- Facilities and services associated with the Brook Conservation Education Centre,
- Eureka Park,
- A commercial camping ground,
- Commercial tourism and recreation developments of a scale and type which complement the natural, social and existing commercial values of the Reserve,
- Developments for casual local recreation opportunities and events, such as improved access to the Brook Stream and play and picnic facilities, and
- A relocatable home park.

APPENDIX 12: COMMUNITY SURVEY RESULTS

An online community survey was developed in collaboration with Council staff to help assess local perceptions of the benefits and issues relating to campgrounds. The link to this survey was promoted widely through local networks (for example to sports, recreation and services clubs), supported by communications such as NCC community news. This was supplemented by a survey of semi-permanent residents. The survey resulted in 127 responses in total, including 118 from people who stayed in one or more of the three campgrounds during the past five years, of whom around one-quarter were long-term visitors or semi-permanent residents.

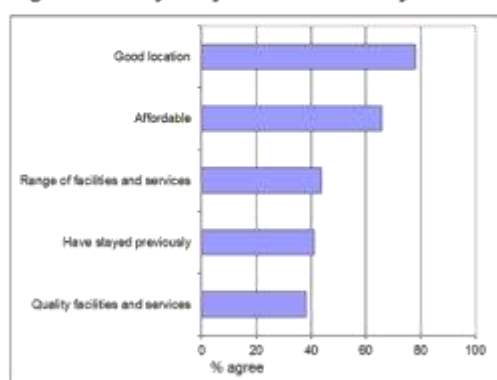
Of the total respondents, around 40% were from the Nelson-Tasman and Marlborough area, 25% from Christchurch and the remainder predominantly from other parts of New Zealand. There was around a 50:50 mix of male and female respondents. Very few younger people responded to the survey, with almost all being aged 40 years or older and around half who were aged 60-plus. More than half of the respondents who had visited Nelson campgrounds in the past five years had visited more than once during this period.

The survey results are summarised as follows.

Tahuna Beach visitors

- Of the total 118 respondents who had stayed in one of the campgrounds during the past five years, 89% ($n=105$) said they had stayed at Tahuna Beach.
- The main way that respondents said they found out about Tahuna Beach was through friends and family, followed by the website and then work colleagues. Some respondents said they simply knew about Tahuna Beach through local knowledge (as Nelson locals) or through prior visits. Other information sources include guide books and brochures.
- The main purpose of people's stay at Tahuna Beach was holiday (around 50%), followed by long-term visitors or permanent residents, people visiting friends and family, work-related visitors, and people attending conferences and events.
- Around half of all respondents said they camped with their partners and one-third with children.
- Key reasons for choosing to stay at Tahuna Beach included good location (78%), affordable (66%), range of facilities and services (44%), have stayed previously (41%) and quality facilities and services (38%).

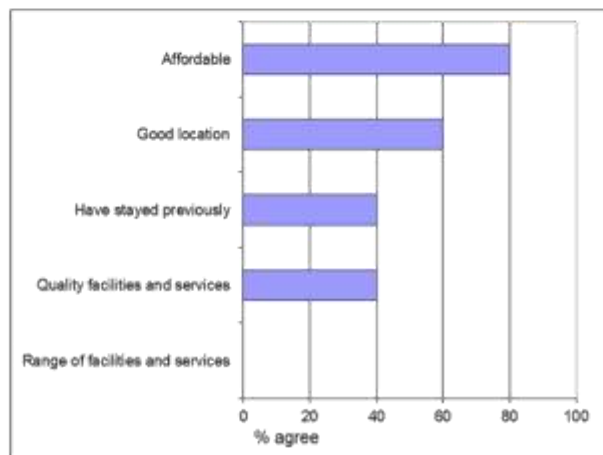
Figure 11: Why did you choose to stay at Tahuna Beach?



Note: Results not additive as respondents could choose more than one option.

Maitai Valley visitors

- Of the total 118 respondents who had stayed in one of the campgrounds during the past five years, 4% ($n=5$) said they had stayed at Maitai Valley.
- The ways these respondents said they found out about Maitai Valley were through friends and family, visitor centre, website, camping book and word of mouth.
- Three of the respondents were long-term visitors or semi-permanent residents, and two were on holiday.
- Key reasons for choosing to stay at Maitai Valley included affordable (80%), good location (60%), have stayed previously (40%), and quality facilities and services (40%). Another reason was that Maitai Valley allows dogs.

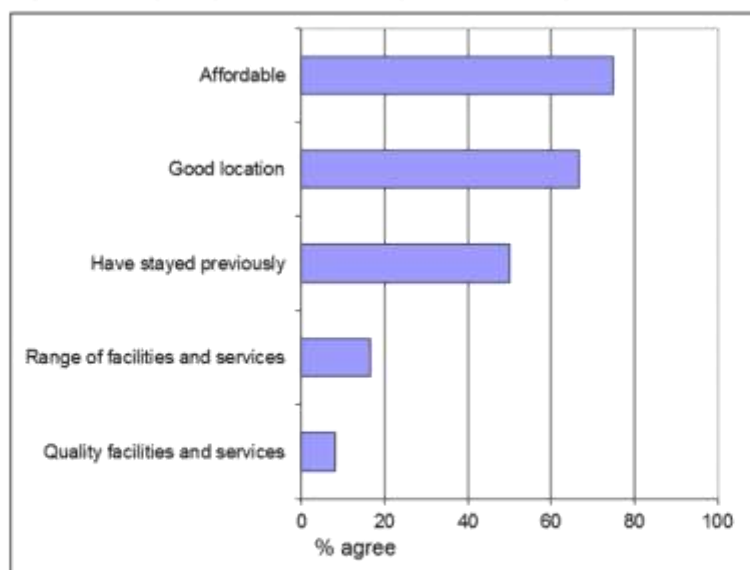
Figure 12: Why did you choose to stay at Maitai Valley?

Note: Results not additive as respondents could choose more than one option.

Brook Valley visitors

- Of the total 118 respondents who had stayed in one of the campgrounds during the past five years, 10% ($n=12$) said they had stayed at Brook Valley.
- The main way that respondents said they found out about Brook Valley was through friends and family (50%), followed by a range of other sources including word of mouth, visitor centre, website, guide book and work colleagues.
- The main purpose of people's stay at Brook Valley was as long-term visitors or permanent residents (approximately 60%). Other reasons included work-related and 'reminiscing'.
- Three-quarters of respondents were staying at Brook Valley by themselves, and the remainder were camping with friends and family.
- Key reasons for choosing to stay at Brook Valley included affordable (75%), good location (67%), and have stayed previously (50%). Comments related to aspects of Brook Valley's environment and location, for example 'rural feel, but can walk to Nelson city easily'.

Figure 13: Why did you choose to stay at Brook Valley?

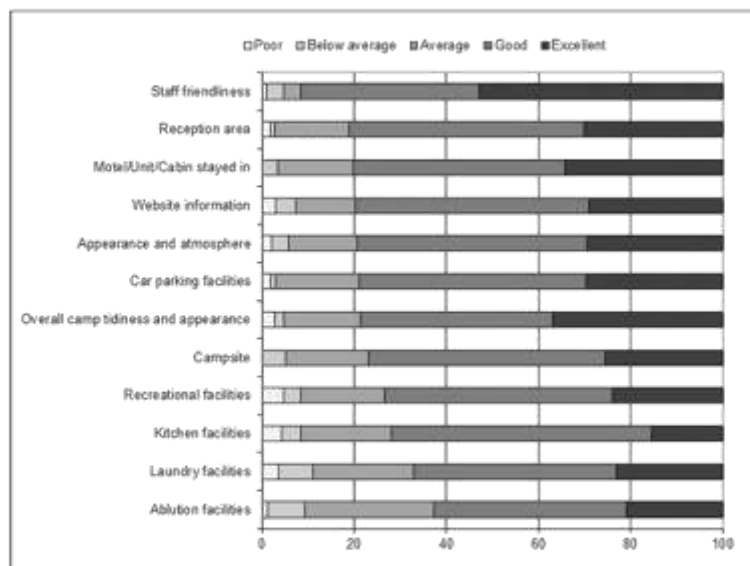


Note: Results not additive as respondents could choose more than one option.

Visitor assessment of Nelson's overall campground facilities

- Overall ratings of various aspects of the campgrounds revealed that the highest levels of satisfaction were in relation to staff friendliness (92% good or excellent), followed by reception area (81%), motel/cabin/unit stayed in (80%), website information (80%), appearance and atmosphere (79%), car parking facilities (79%) and overall camp tidiness and appearance (79%). The lowest levels of satisfaction overall were with laundry facilities (11% below average or poor), ablution facilities (9%) and kitchen facilities (9%).

Figure 14: Visitor assessment of Nelson campground facilities

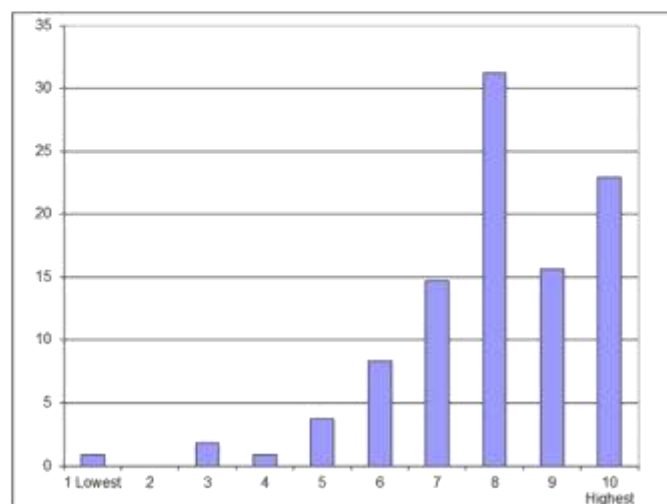


- Selected comments by respondents in relation to the aspects with the highest levels of satisfaction indicated:¹⁷
 - Staff friendliness – ‘Always a warm welcome’; ‘Always there to help and that is very much appreciated’; ‘Easy to ask for advice – good service’; ‘Great team. Helpful’; ‘Very happy and helpful staff’.
 - Reception area – ‘A bit dated’; ‘A little crowded’; ‘Could be upgraded’; ‘Nice and tidy’; ‘Easy to find. Good signage’; ‘Friendly and helpful staff’; ‘Friendly, helpful, comprehensive service’.
 - Motel/cabin/unit stayed in – ‘Clean, tidy & modern’; ‘Tidy, comfortable & very clean!’; ‘Very basic but had everything you need’.
 - Website information – ‘Easy to use’; ‘Long page to scroll down for accommodation types, most expensive at the top’; ‘Overall good, possible annual photo updates would be good’.
 - Appearance and atmosphere – ‘Appearance & atmosphere have been better’; ‘Appearance dated. Atmosphere great’; ‘Great gardens, herb planters are appreciated. Loss of trees sad, but new ones are being planted. Need the shade at high summer’; ‘The kitchen and ablution blocks are getting a bit dated and scruffy’; ‘Great units’; ‘Well spaced out’.
 - Car parking facilities – ‘Camp site – below average. Office area – average. Around office are ok, but not on camp site’ (Brook Valley); ‘Parking can be an issue at peak holiday times, there is just not enough. Camp sites are often too small for parking the car and all the tents etc.’; ‘Parking right outside motel unit’; ‘Plenty of space’; ‘Parking provided next to or near to, accommodation’.
 - Overall camp tidiness and appearance – ‘For me it is not looking its best, but comparatively when I think of other campgrounds we use it isn’t any worse than any other. I just miss it the way it was when I was a child growing up there’; ‘Tidiness ok but appearance not as good as used to be’; ‘Why is there no facility for recycling?! It’s 2015 for god’s sake!’; ‘Credit to Nelson’; ‘I love this camp, it always looks great’; ‘In need of more updating’; ‘Just needs some updating’.
- Selected comments by respondents in relation to the aspects with the lowest levels of satisfaction indicated that:
 - Laundry facilities – ‘A separate tub is always useful for hand washing smalls. I noticed looking through the camp, one laundry had one but the main one didn’t’; ‘Some machines still not fixed’ (Brook Valley); ‘The coin slot markings are worn off so hard to tell which coin to put where’; ‘Washing machines don’t get cleaned out often enough if at all’.
 - Ablution facilities – ‘Keep running out of toilet paper in the busy season, some cleaners were a bit slack’; ‘Block 3 male toilets need a major upgrade’; ‘Draughty’; ‘Needs modernising’; ‘The painted floors in Block three are treacherous. Standard of the cleaning is spasmodic. The hair dryers in the bathrooms are a great idea but only if they work. When the electric water heating was first installed, the showers were ok. Now, if someone else uses the showers too, the water pressure drops & have to constantly turn the hot water up’; ‘Very clean, but getting a bit old and scruffy’.

¹⁷ Most comments are from respondents who have stayed at Tahuna Beach, except where indicated in brackets (as per responses to question 2 ‘What campground/s’).

- Kitchen facilities – ‘Many kitchen resources have been removed over the years. Very basic’ (Maitai Valley); ‘Hob cooking ring too small’ (Brook Valley); ‘Just redecorated’; ‘More space would be good’; ‘There is nowhere near enough ovens (one), especially as even the kitchen cabins (which we stayed in last time) don’t have one!’
- When asked to rate their overall satisfaction with their experience at the campground on a 1 to 10 scale, 84% of respondents gave a satisfaction score of 7 points or higher. This indicates a relatively high level of overall satisfaction.

Figure 15: How satisfied were you overall with your experience at the campground?

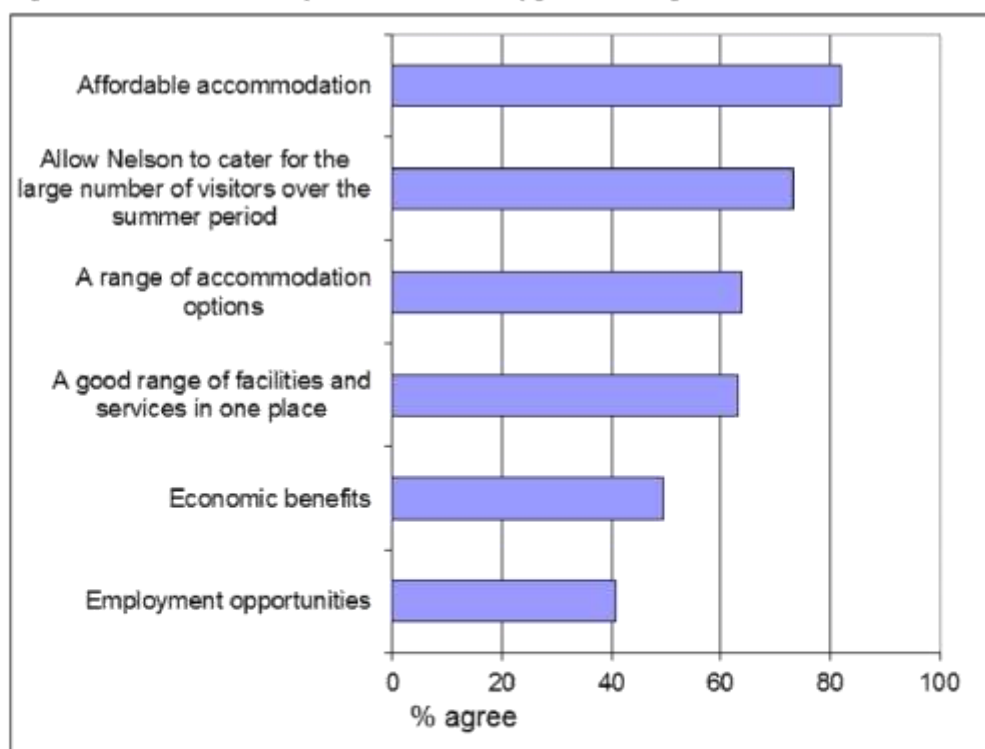


- Respondents were asked why they gave the campground this satisfaction score. Selected comments associated with high satisfaction scores include, in no particular order:¹⁸
 - ‘All the blocks except Block One are getting tired and need upgrading or replacing. Having camped at Tahuna for 50 years there have been many changes and improvements. I feel that some of the permanent resident’s sites are untidy and not a good for visitors/tourists using the camp.’
 - ‘Always enjoy staying as it’s easy to get to and handy to town, and friendly staff and other campers. Location is great, not far from the beach.’
 - ‘Because I have been treated with respect since moving here in 2003, both by staff and other residents.’
 - ‘Because it best meets my individual needs: morning bird song, stream ‘noise’, reasonably quiet, sufficient privacy, reasonable charges, walkable to work, recreation on the doorstep and feel safe.’ (Brook Valley)
 - ‘Because it’s quiet and it’s my home.’ (Brook Valley)
 - ‘Couldn’t find anything to complain about.’
 - ‘Everything was awesome, from making the phone booking to the payment.’
 - ‘For me the camp offers so much, locality, accommodation, value and being made very welcome.’
 - ‘Friendly staff.’

¹⁸ Most comments are from respondents who have stayed at Tahuna Beach, except where indicated in brackets (as per responses to question 2 ‘What campground/s’).

- 'Good all-round facilities.'
- 'Good place to be, staff helpful and friendly, but needs a cash injection to keep it in the order they like to present. A great facility for town, especially with new flights coming.'
- 'Great atmosphere, good staff, great location, very camper van friendly, great winter storage for the camper van.'
- Selected comments associated with very low satisfaction scores (1-3) include, in no particular order:
 - 'For the price of our motel unit, we could have had something far better at another motel ... Very disappointed. Poor value for money and the entire complex had the appearance of a "tar seal jungle" with far too many units crammed onto the site. We will not return!'
 - 'I stayed here for two years around 1989 to 1991 and it was a great family place, it isn't now.' (Brook Valley)
- Asked what benefits they believe campgrounds bring to Nelson, the main perceived benefits agreed by respondents were affordable accommodation (82%), allowing Nelson to cater for the large number of visitors over the summer period (73%), providing a range of accommodation options (64%) and a good range of facilities and service in one place (63%). A lower proportion of respondents ticked the boxes for economic benefits (50%) and employment opportunities (41%), indicating that these were seen as secondary benefits.

Figure 16: What benefits do you believe that campgrounds bring to Nelson?



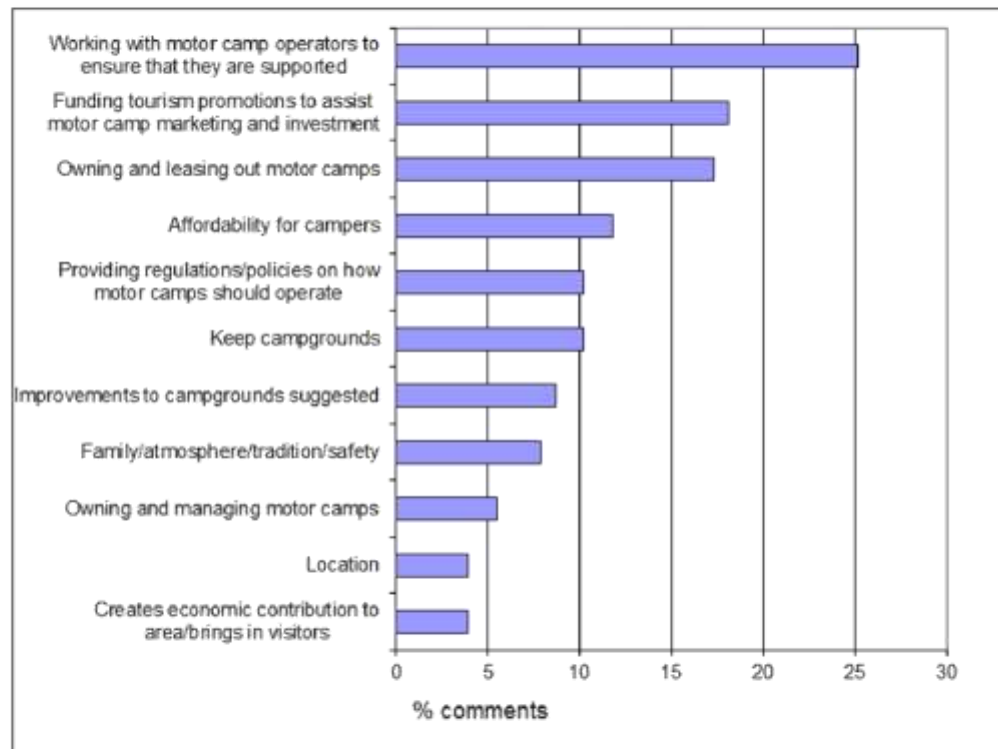
Note: Results not additive as respondents could choose more than one option.

Factors for Council to consider

- Respondents were asked to comment on what factors Nelson City Council should consider around the future of campgrounds in Nelson.¹⁹ This resulted in a substantial number of comments for consideration by Council. The most frequent comments were clustered mainly around:

1. working with motor camp operators to ensure that they are supported (25%)
2. funding tourism promotions to assist motor camp marketing and investment (18%)
3. owning and leasing out motor camps (17%) and 'keep campgrounds' (10%)
4. affordability for campers (12%)
5. providing regulations/policies on how motor camps should operate (10%).

Figure 17: What factors should Council consider around the future of campgrounds in Nelson?



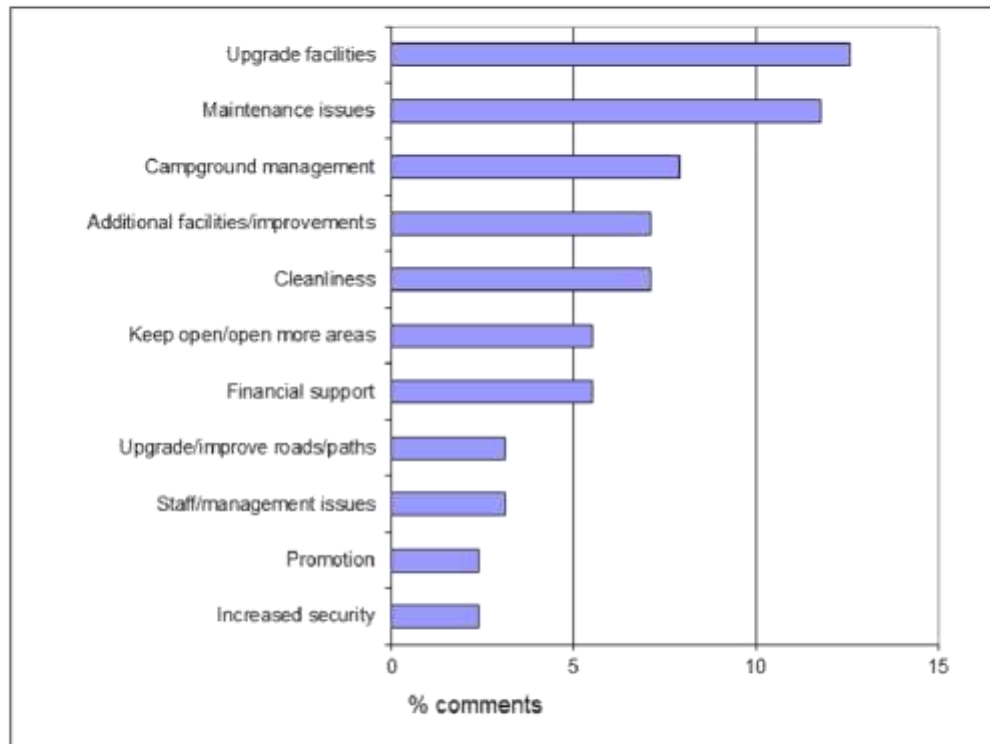
Note: Not additive as respondents' comments could be coded to multiple categories.

¹⁹ Note that this was an unprompted open question in the online survey, however respondents to the physical survey were provided with prompted options around: regulations/policies, leasing out, managing, working with camp operators, and funding tourism promotion. These prompted responses may therefore have a higher representation in the analysis than if all respondents had answered the question without prompted options.

Improvement suggestions

- Respondents were asked 'what should be done to improve the campgrounds in Nelson?' This resulted in a substantial number of suggestions, most frequently relating to:
 1. upgrade facilities (13%), maintenance issues (12%) and additional facilities/improvements (7%)
 2. campground management (8%)
 3. cleanliness (7%).

Figure 18: What should be done to improve the campgrounds in Nelson?



Note: Not additive as respondents' comments could be coded to multiple categories.

- Selected suggestions for upgraded facilities included, in no particular order:²⁰
 - 'Better toilet and laundry.'
 - 'Continued modernisation/face lift to facilities – not over the top but maintenance.'
 - 'Good quality toilets and public cooking areas supported with some permanent accommodation like lodge or motel units as well as tent sites and campervan sites.'
 - 'Improve amenities blocks.'
 - 'Invest money to modernise and upgrade the facilities. Encourage the operators to be progressive instead of making them uncertain about the Nelson City Council commitment to the facilities.'

²⁰ Most comments are from respondents who have stayed at Tahuna Beach, except where indicated in brackets (as per responses to question 2 'What campground/s').

- 'Keep investing in upgrading every year. Don't let them become tired looking. They don't have to be modern – just well-maintained with paint, etc.'
- 'Matai Valley has older ablution blocks that could be modernised to a small extent.'
- 'Provide financial support to improve facilities which will encourage camping year round.'
- 'Upgrading of shower blocks and some kitchen areas in Tahuna.'
- Selected suggestions for maintenance issues included, in no particular order:
 - 'Ablution block needs a tidy up (not very hygienic). Water supply to sites not good. For an older person, some sites are a long way from dumping station, especially grey water. Some staff are not very friendly toward campers.'
 - 'Keep up maintenance to facilities and roading.'
 - 'Keep up the standards. Keep rooms and facilities updated and fresh.'
 - 'Make sure all facilities are clean and in working order (eg, washing machines) throughout the holiday periods, so visitors can enjoy a wonderful stress free holiday in the parks.'
- Selected suggestions for additional facilities/improvements included, in no particular order:
 - 'Add swimming pools to your campgrounds.'
 - 'Better/more recycling facilities.'
 - 'Newer / upgraded playgrounds, more trees in central area, encourage activities like the tractor rides around the park.'
 - 'Online booking and pricing in the website.'
 - 'Perhaps a few flower gardens and lights in the trees.'
- Selected suggestions for campground management included, in no particular order:
 - 'Back them financially, but allow them the autonomy to apply their trade. Maintain camp margins to prevent erosion and good road access.'
 - 'Better management. Open all of Maitai Camp not just some areas. Leave Brook Camp open. Tahuna could do better with maintenance of streets and gardens. Rules regarding cleanliness and tidiness if permanent. Sites should be more strictly enforced at Tahuna.'
 - 'Council should give greater freedom to the operators while supporting financially in capital works costs. From what I see, the Tahuna camp is very well run within the constraints of the Nelson City Council and remember it is the largest holiday park in the southern hemisphere.'
 - 'Focus on them as recreational accommodation.'
 - 'Invest money to modernise and upgrade the facilities. Encourage the operators to be progressive instead of making them uncertain about the Nelson City Council commitment to the facilities.'
- Selected suggestions for cleanliness included, in no particular order:
 - 'Adopt better cleaning practices in toilets and showers - also steam clean shower mats (both sides) regularly. Managers need to be on-site more and seen around the camp.'
 - 'Get real about toilets and washing standards which currently are poor!' (Brook Valley)

- 'Improve amenities blocks.'
- 'Just keep them clean, tidy and affordable.'
- 'Revamp toilet block as promised. Make people clean their sites up, get rid of those tarps, lots of people still need somewhere to live, cabins sitting empty. \$17 for tent site is rude, too much and open camp properly and it will do well.' (Brook Valley)

Final comments

- Twenty-two respondents took the opportunity to provide final comments. Selected comments included, in no particular order:
 - 'All the campgrounds need to increase their marketing and advertising exposure. Very little advertising to promote services and location except Tahunanui Holiday Park who works closely with Nelson Tasman Tourism.'
 - 'Enable people to walk through them (integrate them into surrounding recreation areas).'
 - 'Generally they are of an acceptable standard but must continue to upgrade as stated. Tahuna Beach Holiday Park is the premier park with a high standard of accommodation and services and is continually being improved. Council should support this park in particular as it is a big dollar earner for the district.'
 - 'Good clear signs indicating the location of the campgrounds when entering the local area. When we first came here we missed the camp because bushes and trees were hiding the signs. Lighting at night need to be focused on the signs too.'
 - 'My family has stayed at Tahuna for approx. 30 years, and now our children are bringing their families to the camp over the Christmas New year period. It is extremely well maintained, staff are very friendly and the facilities are excellent.'
 - 'Please keep them, my family have been brought up with them, the legacy continues.'
 - 'Tahunanui & Brook Street need more provision for long term residents. This will give the camp money to run the camp in off peak periods. This is a life style choice for some people.'
 - 'We also camp at Bethany Park at Kaiteriteri as the main campground there is too crowded, tiny sites and often rowdy people. We really value safety and feel that the Tahuna Camp is well run and feels very safe and secure and there is no tolerance for people who want to cause trouble.'

REPORT R6225

Stoke Community and Sport Facility - Tender Feedback

1. Purpose of Report

- 1.1 To request additional funding to enable the award of the physical works contract for the construction of the Stoke Community and Sports Facility.

2. Recommendation

It is recommended that the Committee

Receives the report Stoke Community and Sport Facility - Tender Feedback (R6225).

It is recommended that Council

Approves that an additional \$350,000 be included in the 2016/17 financial year to complete the Stoke Community and Sport Facility project.

3. Background

- 3.1 At its meeting of 2 July 2015 the Community Services Committee approved the concept design plans for the Stoke Community and Sports Facility.
- 3.2 The concept planning advanced to detailed design and in May 2016 Expressions of Interest were called for construction. Five companies were shortlisted and supplied with tender documents. Tenders closed in June 2016.
- 3.3 Four conforming tenders were received. Negotiations are underway with the preferred tenderer whose tendered price is higher than the construction estimate by approximately \$350,000 or 6% of the total budget.

4. Discussion

Budget Summary

4.1 The budget approved in the 2015-25 Long Term Plan for this multi-year project is \$6,140,000, allocated as follows:

- 2015/16 = \$1,520,000
- 2016/17 = \$4,620,000

4.2 The project estimate budget summary is shown below:

Item	Amount
Physical works estimate	\$4,605,873
Stormwater relocation (see item 4.6)	\$ 169,000
Tennis courts	\$ 89,700
Kitchen fit-out	\$ 74,427
Project contingency	\$ 250,000
Sub Total	\$5,189,000
Professional fees	\$ 765,000
Building and Resource consents	\$ 186,000
Total Cost	\$6,140,000

Preferred Tendered Price

4.3 Negotiations are ongoing with the preferred tenderer, whose adjusted tendered price is \$4,963,237. This is approximately \$350,000 higher than the pre-tender construction estimate of \$4,605,873.

4.4 The next preferred tendered price is approximately \$300,000 higher again than the unadjusted price of the preferred tenderer.

4.5 An evaluation of the preferred tenderers pricing schedule against the project estimate shows an average difference across most of items of approximately 5%. The only significant single difference relates to the Mechanical category which details the items required for heating and cooling within the facility. Analysis shows the designers estimate was underestimated in key areas of this mechanical category.

Other Related Works

4.6 The tender to relocate the stormwater reticulation has already been advertised, evaluated and ready for award. Award and commencement is awaiting the award of the Stoke Community and Sports Facility tender.

- 4.7 Council and the Anglican Archdiocese have been in discussions for Council to purchase the St Barnabas parish land at 523 Main Road Stoke – the land adjacent to the proposed Stoke Community and Sports Facility development. Council was advised on 12 July this year that the Diocese made the decision not to sell the land to Council as they wished to retain the land for future growth and hold the land as a strategic asset.
- 4.8 The architect of the proposed Stoke Community and Sports Facility confirms that this recent decision by the Diocese, not to sell this adjacent piece of land to Council, in no way effects the location and design of the proposed facility as neither of these were contingent on the purchase of the adjoining land from St Barnabas.

Other Potential Savings

- 4.9 Other potential savings were investigated by the project team. While the removal of these items will enable the project to remain within budget, they may reduce the quality of the design below the scope and expectations previously agreed to with Council. These items were specifically requested by Council and additional funding was provided to incorporate them.
- 4.10 These potential savings are listed below:
- Replacement of 'green' heating and cooling system with conventional system (\$100,000);
 - Removal of 'Transpace' dividing doors which divides the main hall into separate meeting spaces (\$75,000);
 - Removal of proposed future café space (\$200,000).

Options

- 4.11 The Community Services Committee may choose to recommend to Council increasing the existing budget by \$350,000 to enable the contract to be awarded to the preferred tenderer, reduce the scope to enable the works to meet the budget or decide not proceed with the construction of the facility.

Option 1: do not proceed with this project	
Advantages	<ul style="list-style-type: none"> • No further money spent on project as scope cannot be achieved within existing budget
Risks and Disadvantages	<ul style="list-style-type: none"> • Tender is not awarded so construction cannot proceed • Need is not met for a community and sport facility in Stoke

Option 2: increase the existing budget by \$350,000	
Advantages	<ul style="list-style-type: none"> • Tender can be awarded to the preferred Contractor and construction, in line with Councils vision and expectations, can proceed • Community need for a community and sport facility in Stoke is met
Risks and Disadvantages	<ul style="list-style-type: none"> • Additional funding of \$350,000 (approximately 6% of the total budget) will be required • Some in the community may not agree with providing additional funds for this facility
Option 3: reduce the scope to realise savings	
Advantages	<ul style="list-style-type: none"> • Tender can be awarded to the preferred Contractor and construction can proceed within budget • Community need for a community and sport facility in Stoke is met
Risks and Disadvantages	<ul style="list-style-type: none"> • The scope may not meet Councils vision and expectations • Certain items specifically requested and agreed to by Council, will not be able to be incorporated within the facility

Shane Davies
Manager Capital Projects

Attachments

Nil

Important considerations for decision making

1. Fit with Purpose of Local Government

The decision required by this report involves Council balancing affordability with the need for good quality local infrastructure as required by 10 (1) (6) of the Local Government Act 2002. This clause of the Act requires Council to meet the current and future needs of communities in a way that is most cost effective for households and businesses.

2. Consistency with Community Outcomes and Council Policy

- *'Our communities have access to a range of social, educational and recreational facilities and activities'.*

The new facility is included in the current Property and Facilities Asset Management Plan, the 2014/15 Annual Plan and the 2015-25 LTP.

3. Risk

This is a new build, so the risks associated with unforeseen issues found in projects that upgrade or alter existing buildings are less likely. An appropriate contingency for normal risk items has been included within the budget and it is expected this will not be exceeded. There is risk that some in the community will not agree to the provision of additional funds for this project.

4. Financial impact

The additional funding, requested as part of this report, ensures the project can be completed as per the scope and expectation of Council and stakeholders. An appropriate contingency for normal risk items has been included.

5. Degree of significance and level of engagement

The increase of overall budget by approximately 6% is of low to moderate significance to all residents, but will be of higher significance to the residents of Stoke. It is not a sufficiently significant change to require additional engagement with the Community.

6. Inclusion of Māori in the decision making process

Maori have not been specifically been consulted on this report.

7. Delegations

The Community Services Committee area of responsibility includes the provision and operation of recreation facilities and services. Additional funding is delegated to Council.

Emergency Housing Update

1. Purpose of Report

- 1.1 To update the Committee on emergency housing matters.

2. Recommendation

It is recommended that the Committee

Receives the report Emergency Housing Update (R6103) and its attachment (A1602177);

Notes the allocation of funding made by the Community Investment Panel for 2016/17 and 2017/18 to provide emergency housing and youth emergency housing services;

Requests that the Mayor writes to the Minister of Social Housing and the Minister of Social Development asking that Ministry of Social Development make funding available for both Emergency Housing and support services for those in Emergency Housing in Nelson.

3. Background

- 3.1 At its meeting on 16 June 2016, Council decided to re-allocate funding that had been tagged to the Youth and Community Trust. As part of the discussions, Councillors were keen to ensure that any gaps in service provision were filled with some urgency. The Chair of Community Services also asked for an update on Emergency Housing.

4. Discussion

Emergency Housing

- 4.1 The Nelson Tasman Housing Trust (NTHT) co-ordinates emergency housing on behalf of a number of organisations in Nelson. It works with a

number of housing providers to match referrals to appropriate accommodation.

- 4.2 Previously NTHT has used two cabins located at the Tahuna Beach Camp as emergency housing. Camp staff used to provide some oversight of the tenants.
- 4.3 In January 2016, the Tahuna Beach Camp decided to stop providing emergency accommodation. In response, NTHT submitted a proposal for funding to the Community Investment Fund, with two options identified.
- 4.4 Its preferred option at that time relied on funding from the Ministry for Social Development (MSD). MSD administers funding designed to support people to get access to emergency housing when they need it and to have a pathway to sustainable long-term housing.
- 4.5 In June MSD issued a Request for Proposals (RFP) from providers interested in delivering emergency housing contracted places across New Zealand. The closing date was 13 July 2016.
- 4.6 NTHT decided not to apply to that fund because funding was not being provided for wrap around care for people in emergency housing situations (attachment 1). It is recommended that the Committee asks the Mayor to write to the Ministers concerned (Hon Paula Bennett and Hon. Anne Tolley) requesting that MSD addresses the issues raised by NTHT.
- 4.7 NTHT indicated to the Community Investment Fund Panel that it still wanted to move forward with an alternative option. The Panel decided to allocate NTHT \$20,000 towards emergency housing provision.

Youth Emergency Housing Services

- 4.8 The Youth and Community Facilities Trust (YCT) held a community assistance contract from Council to deliver Youth Emergency Housing Services. This generally consisted of finding suitable accommodation, providing essential supplies and working alongside the referral agency to support the young person into more permanent arrangements.
- 4.9 The YCT Board has commenced the process of winding up the Trust, and is not in a position to continue to offer support for young homeless people.
- 4.10 On 16 June 2016, Council resolved:

THAT the \$100,000 allocated to the Youth and Community Facilities Trust in the 2016/17 draft Annual Plan be reallocated to youth activities for 2016/17 only, in alignment with Community Investment Fund processes;

AND THAT the funding be allocated in line with the Youth section of Council's Social Wellbeing Policy 2011

and the Community Assistance Policy 2015 with consideration given to resulting gaps in the services provided by Youth and Community Facilities Trust;

- 4.11 Officers believe that emergency housing provision and youth transition services were the two services delivered by YCT that needed to be addressed urgently. As a result a report was presented to the Community Investment Panel meeting seeking delegation to officers to contract other service providers to deliver these services. At its meeting on 29 June 2016 the Community Investment Panel resolved:

THAT up to \$20,000 be allocated towards youth emergency housing and youth transition services, with any unspent funds being distributed through the youth funding allocation;

AND THAT Officers engage with possible providers to contract these services;

- 4.12 Officers called for proposals to provide youth emergency housing and at the time of writing this report were in the process of negotiating a contract with a preferred provider.

5. Options

- 5.1 The Committee can choose to ask the Mayor to write to the Minister concerned, or choose just to receive the report. It is recommended that Council advocates to the Ministers concerned on the issues raised by the Housing Trust.

Chris Ward
Group Manager Community Services

Attachments

- Attachment 1: A1602177 - update from Nelson Tasman Housing Trust to the Community Investment Panel

To the NCC Community Investment Fund decision committee,

Thank you for being willing to hear this important, last-minute update on Nelson Tasman Housing Trust's application.

We have just learned, as of 23 June, that **the new central government Emergency Housing (EH) Accommodation Fund does not cover "wrap-around services"** – i.e. MSD will not, at this time, fund any costs of staffing to manage and supervise EH; it will only cover part of the costs of renting/leasing an EH facility. (The wording in the RFP document from MSD is somewhat unclear, so I have taken the time to consult with Emergency Housing colleagues in Auckland who have wrestled with the application, as well as with the designated point of contact at MSD.) Thus, the expectations that we had of this new EH fund (based on early information from MP Nick Smith) were unrealistic.

We are also discouraged to learn that, for an unexpectedly small government contract of perhaps \$10-\$15,000 per year, NTHT would face a greater degree of compliance costs in having to become a "level 2 approved MSD provider." We are already an approved Community Housing Provider, registered with the government's Community Housing Regulatory Authority (CHRA), but MSD requires substantially different documentation.

Therefore, we want you to know that **NTHT has decided not to apply to the nationwide Emergency Housing Fund.** In our assessment, the costs of doing so outweigh the benefits.

This has big implications for the EH project we have proposed that NCC assist us in funding:

- Without MSD funding, we cannot move forward on "Option A" (EH at 71 Green St) because that option requires enough funds to hire staff to manage the facility.
- **HOWEVER**, we CAN move forward with "Option B" (EH at Franklyn Village) IF the NCC Community Investment Fund can approve our \$20,000/year application.
- Approving our application will make NCC the dominant funder of this EH project. (We have also applied to COGS but their grants tend to be much smaller.)
- Without NCC funding, we would not be able to facilitate any emergency housing.

We completely respect the difficult deliberations this committee must go through, weighing up various applications. Thank-you again for considering this new information.

Best regards,

Carrie Mozena
NTHT Director

Nelson Marina Advisory Group

1. Purpose of Report

- 1.1 To approve the Terms of Reference of the Nelson Marina Advisory Group and to agree on a mechanism for making appointments to the group.

Recommendation

It is recommended that the Committee

Receives the report Nelson Marina Advisory Group (R6291) and its attachment (A1583567).

It is recommended that the Council

Establishes the Nelson Marina Advisory Group;

Approves the Terms of Reference (A1583567) for the Nelson Marina Advisory Group;

Delegates responsibility for appointing members to the Nelson Marina Advisory Group to a panel consisting of the Mayor, Deputy Mayor and Chair of Community Services.

2. Background

- 2.1 Council has been developing a Marina Strategy and has recently consulted on a draft. As the consultation process progressed, the Mayor considered that it would be helpful for a small group of interested individuals to meet, discuss issues and opportunities and provide input into the Strategy.
- 2.2 The Mayor invited such a group and the Chair of Community Services Committee to meet with her on 8 July. The discussion was considered valuable and there was interest in having more regular discussions to provide input into the draft strategy and then into its implementation once adopted by Council. There was recognition that more targeted oversight and engagement was needed in the Strategy review.

- 2.3 As a result, Terms of Reference for a Nelson Marina Advisory Group have been drafted (attachment 1).
- 2.4 A list of potential members is being drawn up – it is recommended that people are appointed to the group as individuals bringing knowledge and capability, and not as representatives of a particular user group. There are a large number of groups who use the marina and appointing a representative from each would make the resulting group unwieldy.

3. Discussion

- 3.1 Council has to consider if it is necessary to constitute an advisory group. Given the complexity of relationships and competing uses in the Marina, and the need to have open and transparent communication, it is recommended that an advisory group is established.
- 3.2 Council then has to consider its terms of reference and membership. Once Council has approved the establishment of the Advisory Group and its Terms of Reference, it is recommended that membership is confirmed by a panel consisting of the Mayor, the Deputy Mayor and the Chair of Community Services.

4. Options

- 4.1 Council can decide whether it wishes to establish an Advisory Group, or not. If it does decide to establish an Advisory Group, it can then adopt the draft Terms of Reference provided (with any amendments) or request further development by staff.
- 4.2 It then needs to decide on the process for appointing members – it is recommended that this is delegated to a small panel: this is deemed appropriate due to time constraints and because the Advisory Group has no decision making powers.

Option 1: Establish a Marina Advisory Group	
Advantages	<ul style="list-style-type: none"> • Opportunity for considered input into the Marina Strategy • Transparency • Opportunity to build relationships between Council and Marina Users
Risks and Disadvantages	<ul style="list-style-type: none"> • Staff effort and time required • Need to keep group size manageable may mean some people are not included
Option 2: Status Quo	
Advantages	<ul style="list-style-type: none"> • No additional resource required
Risks and	<ul style="list-style-type: none"> • Marina Strategy is adopted without buy in from

Disadvantages	users <ul style="list-style-type: none"> • Lack of transparency • Lost opportunity to build relationships
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Chris Ward

Group Manager Community Services

Attachments

Attachment 1: A1583567 - Draft Terms of Reference Nelson Marina Advisory Group

Important considerations for decision making	
1. Fit with Purpose of Local Government	The Nelson Marina is an important piece of local infrastructure, providing local services to residents and visitors to Nelson and developing a robust Marina Strategy will ensure it meets the community's needs.
2. Consistency with Community Outcomes and Council Policy	<p>The recommendation is consistent with the Council's decision to develop a Marina Strategy and supports goal 2 of Nelson 2060: We are all able to be involved in decisions.</p> <p>The Marina contributes to the community outcomes of 'Our infrastructure is efficient, cost effective and meets current and future needs', 'Our communities have access to a range of social, educational and recreational facilities and activities' and 'Our region is supported by an innovative and sustainable economy'.</p> <p>The Marina Strategy was identified as a Council project in the 2015-25 Long Term Plan.</p>
3. Risk	There is a very low risk of the Advisory Group not making a positive contribution to the development of the Marina Strategy. This risk can be managed by careful selection of the advisory group members.
4. Financial impact	The establishment of an advisory group will result in a small administrative cost but this can be met from within existing resourcing.
5. Degree of significance and level of engagement	This matter is of low significance to residents as a whole, but high significance to those marina users involved in the strategy development. It is therefore appropriate to provide this extra opportunity for input to marina users.
6. Inclusion of Māori in the decision making process	Maori have not been involved in the preparation of this report.
7. Delegations	The provision and operation of the Marina and Marina activities falls within the area of responsibility of the Community Services Committee. It can make recommendations to Council on the matters contained in this report.

Nelson Marina Advisory Group

DRAFT Terms of Reference

1. Purpose

The Nelson Marina Advisory Group is established to act as a conduit between stakeholders and Council on matters that relate to the development and operation of the marina facility.

The Group will provide feedback to Council (via officers) on the draft Nelson Marina Strategy, and provide advice on its implementation once adopted by Council.

The Group was established by Council on _____ and will continue to operate until disestablished by Council.

2. Membership

Membership of the Group is by invitation from a panel comprising of the Mayor, the Deputy Mayor and the Chair of the Community Services Committee. The Chair will also be appointed by that panel.

The initial members are:

-
-
-
-

3. Term

Members are appointed for an initial term of three years. Retiring members may be considered for re-appointment at the end of that term.

4. Stakeholders

The Advisory Group will identify and engage with relevant stakeholders based on the topics being discussed. These are likely to include:

- Berth Holders Association
- Port Nelson
- Marina and Port businesses
- Recreational users of the marina
- Iwi
- Council planners and asset managers

5. Quorum

None

A1583567

6. Areas of Responsibility

The Advisory Group can consider matters relating to the Nelson Marina Strategy and its implementation.

7. Powers to decide

None

8. Powers to recommend

None

9. Role of the Advisory Group

The Advisory Group's role is to provide advice to Council (via officers) in relation to:

- The development and implementation of the Marina Strategy
- The promotion of the marina
- Works to enhance the marina and surrounds
- Identify funding opportunities
- Maintenance of the marina facilities
- Berth pricing and sales
- And any other relevant issues

The Group is to act as a conduit for communication between users of the Marina, marina stakeholders and Council.

10. Role of the Chair

- To review the agenda with staff prior to Advisory Group meetings
- To chair meetings according to the agreed agenda and to assist the Advisory Group to reach consensus on issues and options
- To act as spokesperson for the Advisory Group
- To present relevant information to the Community Services Committee (or its successor) if required

11. Role of staff

Staff provide technical expertise, project management and administrative support to the Advisory Group. Their role is to:

- Liaise with the Advisory Group to ensure transparency in the development and implementation of the Marina Strategy
- Provide advice to enable full consideration of issues and options before the Advisory Group
- Provide advice to the Advisory Group on legal and statutory issues and obligations
- Lead technical discussions on options under consideration
- Organise and manage engagement with key stakeholders and the wider community

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- Keep Advisory Group members briefed on key communications with key stakeholders and the public;
- Prepare and distribute agendas for Advisory Group meetings
- Maintain records of process used, options considered and advice given so that Council has a clear understanding of the Advisory Group's views.

12. Remuneration

Members of the Advisory Group will receive no remuneration.

13. Conflicts of Interest

Conflicts of interest should be declared at the start of Advisory Group meetings.

14. Reporting

- Notes of Advisory Group meetings will be taken
- Any relevant reports prepared by staff on issues relating to the Marina will include advice from the Advisory Group.

A1583567

Minutes of a meeting of the Community Investment Funding Panel

Held in the Activity Room, Elma Turner Library, 27 Halifax Street, Nelson

On Wednesday 29 June 2016, commencing at 12 noon

Present: Chris Ward (Chairperson), Susan Hawthorne, Graeme Thomas and Patricia Webster

In Attendance: Manager Community Partnerships (S Hermesen), Social Development Adviser (N Gausel), and Administration Adviser (J McDougall)

Apology: Katy Steele

Attendance: The meeting adjourned at 12.01pm and resumed at 12.20pm.

1. Apologies

Resolved

THAT apology be received and accepted from Katy Steele.

Ward/Thomas

Carried

2. Interests

The Chairperson, Mr Ward, advised of an interest relating to the Open Home Foundation.

There were no other updates to the Interests Register and no further interests with items on the agenda were declared.

3. Confirmation of Minutes

Community Investment Funding Panel – 15 April 2016

Document number A1535217, agenda pages 4-13 refer.

Resolved

THAT the minutes of a meeting of the Community Investment Funding Panel, held on

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15 April 2016, be confirmed as a true and correct record.

Ward/Webster

Carried

4. Additional information for the 2016/17 community Investment Agreement Allocation Meeting

Document number A1560348, agenda pages 14-15 refer.

Social Development Adviser, Nicola Gausel, presented the report.

Resolved

THAT the late application be received and accepted.

Ward/Hawthorne

Carried

5. 2016/17 Community Investment Fund Agreement Applications Funding Allocation

Document numbers A1519611, A1550375 and A1550385, agenda pages 16-122 refer

Attendance: the meeting adjourned from 12.18 to 12.19pm and from 12.22pm to 12.24pm.

5.1 Beneficiaries and Unwaged Workers Trust

The panel discussed the application.

The need for potential RBA training was discussed and it was noted that several applicants could benefit from that specific training.

It was agreed that the application be approved at **\$9,000 for two years.**

5.2 Big Brothers/Big Sisters

The panel discussed the application, noting that the service was now available in Motueka also.

It was agreed that the application be approved at **\$10,000 for two years.**

5.3 IHC New Zealand Incorporated

The panel discussed the application.

It was agreed that the application be **declined**. The panel considered that the details and need for the project were unclear. Further the project:

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- was unsustainable and
- did not demonstrate partnerships with the community.

5.4 Life Linc Nelson Inc

The panel discussed the application. The organisation to be asked to consider a sliding scale for their fees to assist the organisation to be more sustainable.

It was agreed that the application be approved at **\$6,000 for two years.**

5.5 Magenta Creative Space Charitable Trust

The panel discussed the application and noted that \$4,250 had been approved last year, with \$8,500 requested this time. It was also noted that funding had been applied for from the Rata Foundation.

It was agreed that the application be approved at **\$4,250 for two years.**

5.6 Neighbourhood Support Nelson

The panel discussed the application which showed a fairly low participation rate of 23%.

It was agreed that the application be approved at **\$10,000 for one year**, with a review after one year to see if there was evidence of increased levels of activity and community engagement.

5.7 Nelson Community Foodbank Trust

The panel discussed the application.

It was agreed that the application be approved at **\$5,000 for one year**, noting that the funding was specifically for depot rental and other core operational costs.

5.8 Nelson Tasman Housing Trust

A letter was tabled from the Nelson Tasman Housing Trust (A1572608).

The panel discussed the application.

It was agreed that the application be approved at **\$20,000 for two years.**

5.9 Nelson Tasman Pasifika Community Trust

The panel discussed the application.

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It was agreed that the application be approved at **\$3,000 for one year**. Any further funding would be dependent on outcomes from the first year's funding.

5.10 Nga Wahine Tamariki Punanga o Whakatu – Nelson Women's and Children's Refuge

The panel discussed the application.

It was agreed that the application be approved at **\$12,000 for two years**.

Attendance: The Chairperson declared an interest and left the meeting at 1.43pm, with Ms Webster taking the Chair.

5.11 Open Home Foundation – Nelson

The panel discussed the application.

It was agreed that the application be approved at **\$15,000 for two years**.

Attendance: The Chairperson returned to the meeting at 1.46pm.

5.12 Post Natal Depression Support Network Nelson Inc

The panel discussed the application.

It was agreed that the application be approved at **\$4,000 for one year**, subject to the Chairperson being satisfied of the organisation's long term financial sustainability.

5.13 Q-Youth

The panel discussed the application.

It was agreed that the application be approved at **\$5,000 for one year**.

The panel noted that feedback on numbers accessing the service would be helpful.

5.14 Sexual Abuse Support & Healing (SASH-Nelson) Inc

The panel discussed the application.

It was agreed that the application be approved at **\$7,000 for two years**.

5.15 SVS-Living Safe

The panel discussed the application.

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It was agreed that the application be approved at **\$2,000 for one year**, recognising that this was an extension to a project that has already been funded.

5.16 Tahunanui Community Centre Inc

The panel discussed the application.

It was agreed that the application be approved as follows:

First 6 months: \$10,000

And then on receipt of acceptable strategic plan as part of outcomes:

Second 6 months: \$10,000

Second year: \$20,000.

Attendance: the meeting adjourned at 2.30pm and reconvened at 2.44pm.

5.17 The Nelson ARK

The panel discussed the application.

It was agreed that the application be approved at **\$6,000 for two years.**

5.18 Victory Community Centre

The panel discussed the application.

It was agreed that the application be approved at **\$10,000 for two years.**

5.19 Volunteer Nelson

The panel discussed the application.

Attendance: Nicola Gausel left the meeting at 3.06pm.

It was agreed that the application be approved at **\$20,000 for one year** with the group to work with Council officers to develop the concept. Preference was expressed for a focus in year one on the project related to volunteering for older people, given the limited fund available for allocation.

Also, improvements in the newsletter were needed with advice to be sought from the NCC Comms team.

5.20 Late item – Community Art works

The panel discussed the application.

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It was agreed that the application be approved at **\$13,000 for two years.**

6. Youth Funding Allocation 123-130

Document number A1563208 refers

Chris Ward, Chairperson, presented the report.

Resolved

THAT the report Youth Funding Allocation (A1563208) and its attachment (A1469230) be received;

AND THAT up to \$20,000 be allocated towards youth emergency housing and youth transition services, with any unspent funds being distributed through the youth funding allocation;

AND THAT Officers engage with possible providers to contract these services;

AND THAT the Community Investment Funding Panel allocate the remaining amount as youth funding as per the priorities outlined in this report (A1563208) through a funding round in alignment with the community investment grant process and timeline.

Ward/Thomas

Carried

7. General business

- 7.1 It was noted that it was Patricia Webster's last meeting as she had moved to Wellington. Ms Webster was thanked for her contribution.
- 7.2 Manager Community Partnerships, Shanine Hermesen advised that nominations had closed for the position on the panel and that voting was open to 18 July 2016. A recommendation would go to the Community Services Committee, with authorisation by Council.

There being no further business the meeting ended at 3.48pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

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Minutes of a meeting of the Nelson Youth Council

**Held in the Council Chamber, Civic House, 110 Trafalgar Street,
Nelson**

On Thursday 9 June 2016, commencing at 1.00pm

Present: S Kuo (Chairperson), D Leaper, T Shuker, S McIlroy, K Phipps,
E Edwards, H Goldthorpe, J Stallard, C Collins, M Dahal, B
Rumsey, L Wilkes, A James, I Lorandi, J Alison, F Sawyer, J
Lankshear and A Tonks

In Attendance: Councillors M Lawrey and P Rainey, Social Wellbeing Adviser (R
Large), Cadet – Community Partnerships (G Thawley) and
Administration Adviser (J McDougall)

Apologies: E Ang

1. Apologies

The apologies were noted.

2. Confirmation of Minutes

2.1 13 May 2016

Document number M1885, agenda pages 4 - 8 refer.

Resolved YC/2016/011

***THAT the minutes of the meeting of the Nelson
Youth Council, held on 13 May 2016, be
confirmed as a true and correct record.***

Leaper/Phipps

Carried

3. Chief Executive

Chief Executive, Clare Hadley, spoke about the role as a Chief Executive, emphasising the external focus of the job. She described a typical week as Chief Executive and the significant milestones and events during the year.

In response to questions, Mrs Hadley noted

- the importance of consultation
- that at election time, the Chief Executive needed to be independent and ensure fair usage of council resources to support the election, to ensure a level playing field for all candidates
- that she was appreciative of the Youth Council's active role in the community and in Council.

4. Group Manager Community Services

Group Manager Community Services, Chris Ward spoke about the history of the Southern Arterial Link investigation. Mr Ward advised that he had been involved with the 2011 Southern Arterial Link study, and that it had been a topic of discussion since the 1960s.

Mr Ward said that the Southern Arterial Link 2011 report had proposed four options but had noted that the problem was not significant enough at the time for any action to be taken. He said that, since then, work had continued such as traffic monitoring and that the New Zealand Transport Agency also monitored traffic-flow. In response to a query about bus subsidies, Mr Ward noted that bus fares were already subsidised to some extent and that there were differing views on the appropriate level for any subsidy.

5. Nelson Public Libraries

Nicki Sharpe, the new Children's and Young Adult Librarian at Nelson Public Libraries, introduced herself and asked for interest from the group to meet with her. Interested youth councillors indicated their availability to meet with Ms Sharpe.

6. Youth Declaration

Keegan Phipps outlined the key points of a copy of the Aotearoa Youth Declaration and led a discussion on the relevant points for the Youth Council.

Keegan noted that the item detailed what had been sent to government and was for information only.

7. Vast Dance Festival

Alana James described the forthcoming event and proposed that Youth Council promote it to support other youth in the community.

She said that the day-long event was for Top of the South young people to celebrate their talents and would be held at the Theatre Royal, Nelson on 31 August. She added that the Festival was not a competitive event.

Youth councillors agreed to support the Vast Dance Festival through Facebook and through schools and word of mouth.

8. Youth Engagement

Keegan Phipps lead a discussion, noting that the group's role was to pass on information to the youth community in Nelson. Youth councillors were supportive and agreed to put the item on the agenda for the next meeting.

9. Rockquest Award

Jordan Lankshear led a discussion about the Youth Council Rockquest award and the finals on 20 May 2016.

Jordan noted that the group from Motueka High School had won the Youth Council award for crowd engagement. It was noted that the event was sold out, so a bigger venue might be needed for future events.

There was a brief discussion about the value of the Youth Council Rockquest Award as a promotional tool for the Youth Council.

Youth councillors agreed to consider redefining the Youth Council award in the future, noting that Rockquest did give the Youth Council good visibility in the community. It was noted that there was no obligation for the Youth Council to provide a prize at Rockquest.

10. Trustpower Community Award

Fynn Sawyer advised that one space was available for a youth councillor to attend the Trustpower Community Awards night on 27 June 2016. Youth councillors indicated their availability to attend.

11. Youth Employment

Fynn Sawyer updated the group on the outcomes of the meeting on 19 May 2016. Fynn advised that a further meeting would take place after the 101 Election session which was scheduled to follow the Youth Council meeting.

Fynn said that the audit/survey would be conducted between 4 - 24 June 2016.

Fynn also advised that no response had yet been received from the Minister of Education to the letter the Youth Council had sent on youth employment/careers guidance.

12. Council Meetings

12.1 Planning and Regulatory Committee meeting – 19 May 2016

Sam McIlroy and Samuel Kuo reported from the Planning and Regulatory meeting on 19 May 2016. Sam spoke about a discussion regarding the increase in building fees and consents. Samuel reported on the actions that Council could take where cars for sale were parked at the roadside.

12.2 Community Services Committee meeting – 26 May 2016

Keegan Phipps and Alana James reported from the Community Services Committee meeting held on 26 May 2016.

Alana noted the presentation by the Multicultural Council at the public forum part of the meeting.

Keegan noted that the Friends of the Glen had attended the meeting in regard to the playground at the Glen.

Keegan also noted that the Youth Community Facilities Trust was closing due to lack of funding resulting in \$100,000 for youth funding now being unallocated. Social Wellbeing Adviser (Rachael Large) advised that the budget would be reallocated in line with Council's social wellbeing policy.

12.3 Council meeting – 2 June 2016

Hayley Goldthorpe and Samuel Kuo reported from the Council meeting on 2 June 2016. They advised that items discussed at the meeting included Special Housing Areas at Bett Carpark and Tahunanui.

13. General Business

Taylah Shuker advised that the Tasman Youth Council were running an event called Colour Craze on Sunday 19 June. Youth councillors agreed that anyone attending would be representing Nelson Youth Council and indicated their availability to Taylah.

Ms Large drew youth councillors' attention to the following matters:

- Light Nelson: 8 to 12 July. Any volunteers would need to attend a briefing session on 7 July at 6pm. Interested youth councillors indicated their availability to Ms Large.

- Top of South Forum of Youth Councils: 15 July in Marlborough. Taylah Shuker said it was a great opportunity to learn from other Youth Councils and be inspired by them. Interested youth councillors indicated their availability to Ms Large.
- Youth Volunteer summit: 13 July. Interested youth councillors indicated their availability to Ms Large. In response to a question Ms Large advised that the Community and Whanau meeting is now on 20 July.

There being no further business the meeting ended at 2.51pm

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date